

To: Kansas City Financial Center

From: \_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_(Approving Official)

Subject: PIR Agency Location Code (ALC) Approvers

This is to advise that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has designated the following

(Non Treasury Disbursed Office name)

individuals to be ALC approvers:

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| --- | --- | --- | --- |
| ALC | Last Name | First Name | Email Address |
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Having approver status gives the individual the ability to grant other agency user’s access to the agencies ALCs within the PIR application to review payment data related to that ALC. Please note that PIR is secured in accordance with Federal Information Security Management Act of 2002 (FISMA) and other federal laws and regulations for IT systems security that apply. Access to PIR data is constrained by the Agency Location Code. The ALC is a unique identifier assigned to every agency for reporting receipts and disbursements.

 A PIR user must request and be granted access to view ALC data by an ALC approver. ALC approvers are assigned to each agency and have the responsibility of ensuring that PIR users have a business justification and “need to know” for accessing ALC data.

Please complete:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send the completed form to: Department of the Treasury

 Bureau of the Fiscal Service

Kansas City Financial Center

4241 NE 34th Street

Kansas City, MO 64117