E-News
ADMINISTRATIVE SERVICES

Correction: In the notice distributed on 4/27/22, the FAMIS department approver screens were incorrect. Department approvers can be found on screens 923/924.

AgriLife Administrative Services is phasing out the **AG-616 and AG-814** credit card application forms for new Payment and Travel Cards. Payment & Travel Card applications should be submitted using the Laserfiche Forms site:

https://it-lf-ecmf.tamu.edu/Forms/Payment-Travel-Card-Application

The requestor submitting the application can be anyone from the department, including the potential cardholder. Please see the attached application guide for instructions on completing the application form.

Once the application is submitted, it will route electronically based on the department's approval path set in FAMIS screens 923/924. Additionally, the applicant will receive an emailed notification of the cardholder agreement that will need to be electronically signed.

The designated approvers will receive automated email notifications providing an embedded link to review and approve the submitted application.

1. Open the application in Laserfiche Forms.
2. Review the application.
3. Then, approve, send back for modification or reject the application.

In order to sign-in to review the application, the approver should click the link in the email notification to access the login page and must log in using their agnet.tamu.edu credentials.

Laserfiche Login Instructions
NETID Account - Select NetID - Click Central Authentication Service
AgnetID@agnet.tamu.edu - Select AgriLife - Enter your Agnet Credentials - Click Sign In
PVAMUID@pvamu.edu - Select PVAMU - Enter your PVAMU Credentials - Click Sign In
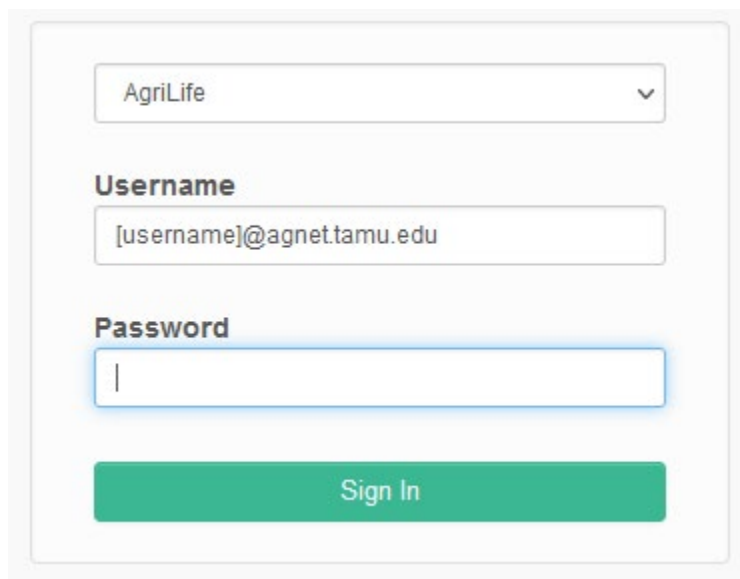PVAMUID@pv.pvpanther.net - Select PVAMU - Enter your PVAMU Credentials - Click Sign In

When accessing Web Access, Please login first and then select the repository from the list.

NetID

Central Authentication Service Login

The webform will initially say NetID, but AgriLife employees should select AgriLife from the dropdown menu and then enter their full unique AgnetID username and password to sign in.

AgriLife

Username
[username]@agnet.tamu.edu

Password

Sign In

If your unit/department does not use AgnetID or an approver is unable to log in to access the application, please contact jay.avila@ag.tamu.edu for assistance.

Texas A&M AgriLife Administrative Services | http://agrilifeas.tamu.edu/

Note: Please do not reply to this email, as this email address does not accept reply messages.