

Update: Online Departmental Charge Authorization (DCA) Form

Beginning August 17, 2020, Phase I of the online Departmental Charge Authorization (DCA) Form will be available to the University Community for non-salary expense DCA requests.

The DCA Form is an online system that will allow users to:

- Go paperless! This online tool replaces the paper form and attachments for supporting documentation**
- Route DCA forms for approvals internally and between departments**
- Easily track the status of a DCA form as it moves through the 6-step process**
- Reduce the processing time for posting to the Banner Finance module**

Please note: In Phase I, exclusions include all Grants, SGA and related departments, Athletic Department funds, Foundation, South Jersey Tech Park, Barnes & Noble transactions, and Central Receiving/Central Stores orders.

For training materials visit:

<https://irt.rowan.edu/docs/training/bannerfinance/dca.pdf>

For more information and to start using the online DCA Form, visit:

<https://dca.rowan.edu/>

Please contact us at dca@rowan.edu for questions or concerns.

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