

# Change Form

Procurement Card Program



### Cardholder Information

Cardholder Name: \_\_\_\_\_ Last 4 Digits of Card: \_\_\_\_\_

### Information to be Changed

Please only complete what needs to be changed. Leave the rest blank.

Department: \_\_\_\_\_ Office Location: \_\_\_\_\_

Default Index: \_\_\_\_\_ Default Account: \_\_\_\_\_  
*(Cannot Be a Sponsored Project or Gift Fund)*

Cycle Credit Limit: \_\_\_\_\_ Single Purchase Limit: \_\_\_\_\_  
*(Max \$20,000) (Max \$4,500)*

### Reason for Change Request

### Cardholder Acknowledgment & Certification of Signature

I understand that with the Procurement Card I am using I am permitted to make only those purchase that are in compliance with the School's policies and procedures including but not limited to:

- Financial Policies
- Procurement Rules
- Direct Charge Policies

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Officials' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Officials' Printed Name

\_\_\_\_\_  
Date

### For Official Use Only

Date Submitted to the Bank: \_\_\_\_\_ New Plastic Issued? \_\_\_\_\_