



**SECTION 1: CARDHOLDER INFORMATION**

CARDHOLDER NAME		CARDHOLDER TITLE	
EMPLOYEE ID		EMAIL ADDRESS	
SCHOOL/DEPT		COST CENTER	
WORK PHONE		ALT PHONE	

**SECTION 2: REPLACEMENT CARD**

REASON FOR REPLACEMENT (CIRCLE ONE):      LOST / STOLEN / OTHER      EXPLANATION IF OTHER:

IF LOST OR STOLEN, WAS BANK NOTIFIED (CIRCLE ONE)      YES / NO

**SECTION 3: SPENDING LIMIT CHANGE**

LIMIT REQUEST TYPE	\$ <input type="text"/>	SINGLE TRANSACTION	DATE AND LENGTH OF TIME LIMIT INCREASE NEEDED
	\$ <input type="text"/>	DAILY LIMIT	<input type="text"/>
	\$ <input type="text"/>	MONTHLY LIMIT	

Justification for limit increase:

**SECTION 4: DEPARTMENT OR ADDRESS CHANGE**

PREVIOUS DEPARTMENT COST CENTER #	<input type="text"/>	PREVIOUS DEPARTMENT NAME	<input type="text"/>
NEW DEPARTMENT COST CENTER #	<input type="text"/>	NEW DEPARTMENT NAME	<input type="text"/>

Reason for change:

**SECTION 5: NAME CHANGE**

PREVIOUS NAME  NEW NAME

CHANGES MADE IN PEOPLESFT DWA? YES / NO (circle one)

Comments:

**SECTION 6: TRANSACTION APPROVER CHANGE**

FORMER APPROVER INFORMATION		NEW APPROVER INFORMATION	
NAME	<input type="text"/>	NAME	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>	EMAIL ADDRESS	<input type="text"/>
PHONE #	<input type="text"/>	PHONE #	<input type="text"/>

Reason for change:

**SECTION 7: BUDGET STRING DEFAULT**

	DEPT	RESOURCE	BUDGET REF	ACCOUNT	PROGRAM	CLASS	FUND	EXTENDED
PREVIOUS BUDGET	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NEW BUDGET	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION 8: CARDHOLDER AND TRANSACTION APPROVER ACKNOWLEDGEMENT**

By signing below, I acknowledge and approve the changes described above and agree to continue to uphold Purchasing Card Program Policies and accept responsibility for the proper use and protection of the PCard.

CARDHOLDER NAME	<input type="text"/>	SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
APPROVER NAME	<input type="text"/>	SIGNATURE	<input type="text"/>	DATE	<input type="text"/>

**SECTION 9: PCARD ADMINISTRATOR USE ONLY**

APPROVED BY:       ASSIGNED ACCOUNT #

CANDI R. LUKAT - CONTROLLER

ENTERED BY:

ADMINISTRATOR NOTES AND COMMENTS: