

### PROCUREMENT CARD MAINTENANCE REQUEST FORM

Date of Request					
Division/Department					
Cardholder Name	Card Number <i>(last four digits)</i>				
Proxy Name					
<b>REQUEST CHANGE</b>					
Department Change	From: _____ To: _____  Address Change:  _____ <div style="display: flex; justify-content: space-between;"> <span>Street/Building</span> <span>City</span> <span>State</span> <span>Zip Code</span> </div>				
Banner Finance	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Fund No. <small>(Default Fund)</small></td> <td style="width: 25%;">Account No.</td> <td style="width: 25%;">Organization No.</td> <td style="width: 25%;">Program No.</td> </tr> </table> <p><small>*Default Fund will only be used for any unallocated transactions that have not been approved by the required date each month.</small></p>	Fund No. <small>(Default Fund)</small>	Account No.	Organization No.	Program No.
Fund No. <small>(Default Fund)</small>	Account No.	Organization No.	Program No.		
Revoke Card Reason	_____ _____ _____				
Suspend Card Reason	_____ _____ _____				
Reactivate Account	Start Date: _____				
Name Change	Former Name: _____  New Name: _____				
Monthly Credit Limit	From: \$ _____ To: \$ _____				
Accounting Code	Delete: _____ Add: _____				
<b>ADDITIONAL COMMENTS</b>					

**PROCUREMENT CARD MAINTENANCE REQUEST FORM**

<p>Cardholder: _____ (Signature) (Date)</p> <p>Approver Name: _____ (Print Name) (Signature) (Date)</p>
<b>AUTHORIZED APPROVAL OF REQUEST FORM</b>
<p>Department Head/Dean/Vice Chancellor: _____ (Signature)</p> <p>Department Head/Dean/Vice Chancellor: _____ (Print Name) (Date)</p> <p>Contracts &amp; Grants Accountant: _____ (Signature)</p> <p>Contracts &amp; Grants Accountant: _____ (Print Name) (Date)</p>
<p><b>PROCUREMENT DEPARTMENT USE ONLY</b></p> <p>Procurement Card Program Administrator/Manager</p> <p>_____ (Signature) (Date)</p> <p>Change Approved: YES NO</p> <p>_____ _____</p>