



Cardholder/Department Name:

Printed Name

Card Account ID#:

Name Change: *New cardholder/dept/user name:*

Printed Name

Telephone Number Change: *Change telephone number to: (657) 278-*

Cancel Procurement Card Account

The following selections require Division Head signature

Change Purchasing Restriction

Limit Change: New Single Purchase Limit:

New Monthly/Max Limit:

Explanation for Single Purchase Limit over \$500:

Default ChartField Change: From:

Fund - Dept ID

To:

Fund - Dept ID

Additional ChartField: ChartField:

Fund - Dept ID

ChartField:

Fund - Dept ID

Remove ChartField: ChartField:

Fund - Dept ID

ChartField:

Fund - Dept ID

Approving Official (AO) Change: From Current AO:

To New AO:

If you wish to cancel your Procurement Card, an Approving Official, College Dean, Division Head or their Designee may send an email to ebusiness@fullerton.edu requesting cancellation. The requestor will receive an email once the card has been cancelled (Pcard should be destroyed and returned to the Procurement Card Program, CP-300).

Revision Request Approval

Cardholder's Signature:

Date:

I hereby approve the revisions referenced above and certify that they are necessary to accomplish the mission and goals of the department. I understand the commitment of any CSUF ChartField(s) referenced above to all expenditures made on the Procurement Card associated with the revision request. I certify that the above reference New Approving Official understands and accepts the role and responsibility as described in the Procurement Card Program's policy and procedures.

Department Head

Or Administrator Print Name

Title

Signature

Date

Division Head or

Designee Print Name

Title

Signature

Date

Contracts and Procurement Use Only

Completed by:

Pcard #:

Completed Date:

Return completed form to: **Contracts and Procurement, CP-300**
Please contact ebusiness@fullerton.edu with any questions.