



PCard Change Request

Step 1. Enter Procurement Card Information

Card Type:	<input type="checkbox"/> Individual Card <input type="checkbox"/> Department Card
Card Number (last 8 digits):	
Card Name:	
Department:	
Transaction Verifiers Name:	

Step 2. Enter Change Request Information

	Change Type	FROM:	TO:
<input type="checkbox"/>	Change default PTAE		
<input type="checkbox"/>	Change maximum spending limit	Per Purchase	
		Per Month	
<input type="checkbox"/>	Change <input type="checkbox"/> Custodian <input type="checkbox"/> Verifier Note: To assign a temporary backup verifier during vacation or planned absence, list the effective start and end dates. Transfer Pending Transactions?	Start:	End:
		Email:	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Change Number of Maximum Transactions	Daily	
		Monthly	
<input type="checkbox"/>	Cancel Card Please send cutup card through I.D. mail to MC 6408	Cancellation Reason:	
<input type="checkbox"/>	Other (please specify):		

Step 3. Enter Requestor/Approval Information

Requestors Name:	Requestors Signature:	Phone #:	Request Date:	Email:
Budget/Finance Officers Name:		Budget/Finance Officers Signature:		

Step 4. Fax completed form to Pcard Administration at 650-723-7936