

UNIVERSITY of PUGET SOUND

Est. 1888

P-Card Account Maintenance Request

Current name on card Last 4 digits of P-card Puget Sound ID Number

Account Closure Effective Date

Name Change New Name (to be embossed on card)

When staff relocate or additional indexes are requested, please route this request to the appropriate budget manager to secure his/her approval. Also select whether the request is the result of a relocation or added authority.

Staff Relocation Change in index authority SpeedCharts to remove SpeedCharts to add

Change in credit limit New limit Effective Date

Please provide reason for credit limit increase in the box below

Check if credit limit change is temporary Date when old limit should be reinstated

Other change or comments

Please describe

Large text box for description

Cardholder Signature Date

Approving Manager (Print and Sign Name) Date

If approving manager does not have budget authority over the speedcharts assigned above, please get the signature(s) of the appropriate budget manager(s).

Budget Manager (Print and Sign Name) Date SpeedChart

Budget Manager (Print and Sign Name) Date SpeedChart

For staff relocation changes only:

Division Vice President (Print and Sign Name) Date (or AVP in Finance & Administration or Associate Dean in Academic Division)

AVP for Finance (or backup) Signature Date

Budget mgr authority confirmed by Date X-val table updated by Date

Required CCER changes completed by Date