

Procurement Card Application/Update Request

 New Card

 Limit Change*

 Cancel

Department	
Card Holder / Phone Ext	
Budget Authority/ Phone Ext	
Default Index Code	
Last Six Digits of the Card	
Card Monthly Limit	
Request Description	
Justification for the Request	

	Printed Name	Signature	Date
Card Holder			
Budget Authority			
Card Administrator			
Director of Acct Dept			

For Business Services Use Only:

Date Request Received:

Date New Card Ordered:

Date Card Cancelled:

Date New Card Delivered:

Date Updated:

Additional Comments:

*Limit changes will not be considered until all transactions are distributed and all reconciliations are submitted.