



Finance & Administration Division, Controller's Office  
**PNC Bank Procurement Card Program**  
**Change Request Form**

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*PRINTED Card Name (as it appears on Current Procurement Card)*

*Last 4 digits of Card #*

*College/Department*

**Type of Change**

Card Name change

\_\_\_\_\_   
 PRINTED Card Name (as it will appear on NEW Procurement Card)

General Ledger Account Number change

24 digit Oracle account number

For SPA use only	
_____	
SPA initials	Grant End date

Limit Amount change (include explanation below)

Permanent change \*      Temporary change, until

For PSO use only	
_____	
PSO initials	Date

Single transaction limit

\_\_\_\_\_   
 Current Limit

\_\_\_\_\_   
 NEW Limit Requested

Monthly limit \*

\_\_\_\_\_   
 Current Limit

\_\_\_\_\_   
 NEW Limit Requested

Why is change being requested?

**Authorized Signatures**

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*PRINTED Name of Designated Cardholder*

Cardholder Signature

Date

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*PRINTED Name of Approver*

Approver Signature

Date

*Approver - must be at least one level above cardholder with appropriate signature authority for requested change.*

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*PRINTED Name of 2<sup>nd</sup> Approver\**

2nd Approver Signature

Date

*\* 2nd Approver - only Permanent changes to the monthly limit require a 2nd approver. Must be at least one level above 1st Approver with appropriate signature authority for requested change. If 1st Approver is a Dean or VP, no 2nd Approver is needed.*

Email completed form to [purchase@rit.edu](mailto:purchase@rit.edu) & [pcard@rit.edu](mailto:pcard@rit.edu) - subject line "Pcard request form" w/ last 4 digits of card number.   
 If you have any questions, email [pcard@rit.edu](mailto:pcard@rit.edu).