



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*

<i>For SPA use only</i>	

<i>SPA initials</i>	<i>Grant End date</i>

Limit Amount change (include explanation below)

Permanent change * Temporary change, until

<i>For PSO use only</i>	

<i>PSO initials</i>	<i>Date</i>

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 2nd 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.*

**Submit completed form via email to purchase@rit.edu & pcard@rit.edu with subject line "Pcard request form".
 If you have any questions, email pcard@rit.edu or call 475-4491.**