

**To Add a New Account:**

1. Indicate "New Account" under Type of Request
2. Indicate Type of Card
3. Complete all fields on form below

**To Change Information on an Existing Account:**

1. Indicate type of change under Type of Request
2. Fill in card account number
3. Fill in current name on card in the fields below

**Type of Request: (check appropriate box)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> A. New Account*         | <input type="checkbox"/> B. Address Change  | <input type="checkbox"/> E. Name Change                 |
| <input type="checkbox"/> a. Departmental Card    | <input type="checkbox"/> C. Index Change    | <input type="checkbox"/> F. Credit Limit Adjustment     |
| <input type="checkbox"/> b. Student Group Travel | <input type="checkbox"/> D. Account Closure | <input type="checkbox"/> G. Change in Budget Authority* |
|  |   | <input type="checkbox"/> H. Change in Custodian*        |

\*New Cards, Change in Budget Authority, or a Change in Custodian **require** a new Departmental Agreement.

**New Card Information:**

Please complete the fields below. Purchasing Cards can only be issued in the **Departments Name**, not to an individual. Insert the **Departments Name** in the fields below. Please be sure to follow the character limitations for each section.

**Please note: Both Part 1 and Part 2 of the Department Name are required.**

Department Name Part 1 (10 Characters)

Dept M.I.

Department Name Part 2 (12 Characters)

Organization - Embossed below card name on plastic

Department Mailing Address (36 Characters)

City (25 Characters)

State (2 Char.) Zip Code (7 Char.)

Default Index

Department Phone (10 Characters)

Business Phone

Base Monthly Credit Limit - \$5,000

Single Transaction \$ Limit - \$4,999 (maximum)

Requested Amount (If Other): \$ \_\_\_\_\_

**Authorization:**

Custodian Signature

Date

Budget Authority Signature

Date

**Business Affairs Use Only:**

Program Administrator Signature

Date

Director of Business Affairs Signature - (Required for Student Group Travel Only)

Date