

Contracts and Procurement
eBusiness Programs
Purchasing or Travel Card Revision Request
 Use this form to make a revision to an existing account

Cardholder Name:

Card Account ID#:

Printed Name

Name Change: *New cardholder name:*

Printed Name

Telephone Number Change: *Change telephone number to: (657) 278-*

Cancel Account

The following selections require COO, VP, or VP Designee signature

Limit Change: New Single Purchase Limit:

New Monthly/Max Limit:

Explanation for Single Purchase Limit over \$500:

Default ChartField Change: From: Fund - Dept ID TO: Fund - Dept ID

Additional ChartField: ChartField: Fund - Dept ID ChartField: Fund - Dept ID

Remove ChartField: ChartField: Fund - Dept ID ChartField: Fund - Dept ID

Department Head/Manager Change: From Current :

To New :

If you wish to cancel your Purchasing or Travel Card, you may send an email to ebusiness@fullerton.edu requesting cancellation. You will receive an email once the card has been cancelled (the card should be destroyed and returned to the eBusiness Program, CP-300).

Revision Request Approval

Cardholder's Signature:

Date:

I hereby approve the revisions referenced above and certify that they are necessary to accomplish the mission and goals of the department. I understand the commitment of any CSUF ChartField(s) referenced above to all expenditures made on the University issued card associated with this revision request. I certify that the above reference New Approving Official understands and accepts the role and responsibility as described in the Purchasing Card or Travel Card policy and procedures.

Department Head
or Manager

Print Name

Title

Signature

Date

COO, VP, or VP
Designee

Print Name

Title

Signature

Date

Contracts and Procurement Use Only

Processed by:

Date:

Last Four of Card: