



PROCUREMENT CARD (PCARD) Demographic Change Request

This form is used to request demographic changes to the cardholder’s profile. Cardholder will be responsible for completing the form and routing to the Approving Official for signature. Adobe Sign with audit trail or wet signatures are acceptable. Submit the form to RRCC.PCard@rrcc.edu.

Name: Last _____ First _____ “S” Number: _____

Title: _____ Department: _____

CHANGE(s) REQUESTED

Mark all that apply and fill in the details.

Cardholder Name Change (Provide legal proof)

Old Name: _____

New Name: _____

Higher Tier Limit Change (Permanent)

\$4,500 Single Transaction Limit

\$7,000 Daily Limit

New Approving Official/Supervisor

\$15,000 Cycle Limit

Temporary Permanent

Add Remove - Listed Org Code(s)

Name: _____

Limit Increase (Temporary)

Amount: _____

Other (Please specify)

Reason: _____

Cardholder Signature: _____ Date: _____

APPROVING OFFICIAL/SUPERVISOR APPROVAL

Name: _____ Signature: _____ Date: _____

PURCHASING USE ONLY

Approved: Y N If no, reason _____ Initials & Date _____

Verified requested information: Y Updated: US Bank Y N Banner Y N Org(s) Y N

Follow up Notes: _____

Complete: Cardholder Notified Y _____ Date _____ Initials _____