



### 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](mailto: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: \_\_\_\_\_

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#### 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 \_\_\_\_\_