



The University of Georgia

P-CARD CHANGE REQUEST FORM

Date: _____ Cardholder Name¹: _____ Cardholder Email: _____ Last 4 Digits of Card: _____

Department Name: _____ Department Contact Number: _____ (3-Digit) Dept. Code: _____

ACTION REQUESTED:

Change Default Account Number to: _____ (Restricted accounts require prior approval by C&G)

Cancel Card (include reason or date leaving UGA) _____

Other P-Card roles held by the cardholder: **DH** **FAC** **AO** Remain Active: **Yes** **No**

Change the Single Transaction Limit (STL) Current STL: \$ _____ New STL: \$ _____ [\$4,999 Limit]

Change the Monthly Credit Limit (CL) Current CL: \$ _____ New CL: \$ _____ [\$10,000 Limit]*
**If the CL exceeds \$10,000, please contact the Procurement P-Card Administrators prior to providing a written justification detailing the need for the increased limit.*

P-Card Role Addition/Change: Note: This form may only be used if all roles perform the same duties. Fill data in the appropriate column below.

Current Department Head (DH)	Current Approving Official (AO)	Current Facilitator-1	Current Facilitator-2
New Department Head	New Approving Official	New Facilitator-1	New Facilitator-2
New Department Head (Signature)	New Approving Official (Signature)	New Facilitator-1 (Signature)	New Facilitator-2 (Signature)

Department Head Name: _____ Signature²: _____

FOR OFFICIAL USE ONLY			
Training Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Ethical Behavior Agreement Signed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Approved By: _____	Title: Purchasing Card Administrator	Date: _____	<input type="checkbox"/> Disapproved Reason: _____

Mail completed form to: UGA, Procurement Office, P-Card Administrators, 424 E. Broad Street (OR) Fax to 706-542-7035 Attn: J. Haag/L. Stephens (OR) Email completed form to either jhaag@uga.edu or stephens@uga.edu

¹If the Department Head or Approving Official is changing for multiple cards, only one form is needed. Please attach a list of all cardholders assigned to that DH or AO.

²Department Head signature may not be delegated