PROCUREMENT CARDHOLDER ACCOUNT MAINTENANCE FORM

Cardholder Name: _____ Unit: CICMP

Change Information ☐ Change Limits ☐

_____

FIRST NAME MIDDLE INITIAL LAST NAME

_____ _____

EXTENSION ACCOUNTING STRING (ACCOUNT-DEPT –FUND)

NEW APPROVING OFFICIAL NAME: _____

MONTHLY CREDIT LIMIT: $ _____ DAILY LIMIT: $

SINGLE LIMIT: $ 1,000.00

PERMANENT,INCREASE/DECREASE ☐

TEMPORARY INCREASE/DECREASE ☐

DATES TEMP INCREASE/ DECREASE _____

_____

Cardholder Signature Date

_____

Approving Official Signature Date

FOR PROCUREMENT OFFICE USE:

Procurement Coordinator Signature: _____ **Date:** _____

PEOPLESOFT ☐ **US BANK** ☐ **CARDHOLDER NOTIFIED** ☐