

PCard Update Form – MULTIPLE Cardholders Add or Remove Chartfields

Requestor Information:

Name: _____

Phone: _____

Department: _____

Cardholders Information:

| Name: | Last 10 digits of card or UNID: |
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Add or Remove Chartfields:

| ADD or REMOVE | BU | ORG |
|--|----|-----|
| ADD <input type="checkbox"/> REMOVE <input type="checkbox"/> | | |
| ADD <input type="checkbox"/> REMOVE <input type="checkbox"/> | | |
| ADD <input type="checkbox"/> REMOVE <input type="checkbox"/> | | |
| ADD <input type="checkbox"/> REMOVE <input type="checkbox"/> | | |
| ADD <input type="checkbox"/> REMOVE <input type="checkbox"/> | | |
| ADD <input type="checkbox"/> REMOVE <input type="checkbox"/> | | |

I confirm that I am the Account Executive or Authorized Alternate of the stated Chartfield(s) and the identified Cardholder is authorized to allocate to these funds.

Name of Account Executive or Alternate: _____

Signature: _____ Date: _____