



PCard Update Form – Add or Remove Chartfields

Contact Information for Requestor:

Name: _____
 Department: _____
 Phone: _____

Cardholder Information:

Name: _____
 Department: _____
 Phone: _____
 Employee ID: _____
 Last 10 Digits of Card: _____

ADD OR REMOVE CHARTFIELD(S)*					
Add or Remove <small>(Please Specify)</small>	BU(2)	ORG(5)	FUND(4)	ACTIVITY(5)	PROJECT(8)

*In the event there are more than 5 Chartfields, please attach an Excel Spreadsheet with your remaining requests.

By signing this agreement 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 Authorized Alternate: _____
(Please Print)

**Approved By: _____ Date: _____
(Signed by Account Executive or Authorized Alternate)