

Purchasing Department

PCard Update Form – Change Default Chartfield

Contact Informati	on for Requestor:				
Name:					
Department:		_			
Dla a sa a s					
Cardholder Inforn	nation:				
Name:					
Department:					
Phone:					
Employee ID:					
Last 10 Digits of Card:					
Please List the Nev	v Default Chartfield:				
BU (2)	ORG (5)	FUND (4)	ACTIVITY (5)	ACCOUNT (5)	A/U (1)
, ,		, ,			, , ,
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 E	xecutive or Authorize				
		(Ple	ease Print)		
**Approved By: _				Date:	
(Signed by Account Executive or Authorized Alternate)					

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