



PCard Update Form – Change Default Chartfield

Requestor Information:

Name: _____

Phone: _____

Cardholder Information:

Name: _____

Department: _____

Phone: _____

Employee ID: _____

Last 10 Digits of Card: _____

Change Default Chartfield

CURRENT Default Chartfield:

BU	ORG	FUND	ACTIVITY	ACCOUNT	A/U

NEW Default Chartfield:

BU	ORG	FUND	ACTIVITY	ACCOUNT	A/U

I confirm that I am the Account Executive or Authorized Alternate of the new default chartfield and the identified Cardholder is authorized to allocate to these funds.

Name of Account Executive or Alternate: _____

Signature: _____ Date: _____