



**PCard Update Form – Change Default Chartfield**

Contact Information for Requestor:

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Cardholder Information:

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Employee ID: \_\_\_\_\_  
 Last 10 Digits of Card: \_\_\_\_\_

**Please List the New 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 Executive or Authorized Alternate: \_\_\_\_\_  
*(Please Print)*

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