

PCard Update Form – Change Cardholder Limits

Please send completed form to pcard@purchasing.utah.edu

Requester Information	Name		Employee ID	
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Cardholder Information	Name		Employee ID	
Last 10 digits of Card #		Department/ Org ID		

Requested Changes:	Cycle Limit	Single Purchase Limit	Both
Temporary Change		Permanent Change	
Start Date	End Date	<i>When selecting the date(s) for a temporary increase, please keep in mind that the bank cycle goes from the 12th of the current month to the 11th of the following month.</i>	
Current PCard Limit(s)		Requested PCard Limit(s)	
Cycle Limit		Cycle Limit	
Single Purchase Limit		Single Purchase Limit	
Please describe (in detail) why a permanent or temporary increase is needed.			
<p>Temporary: Please provide the details for any specific event or vendor purchases.</p> <p>Permanent: Please explain why your established limits are not sufficient for your current purchasing needs.</p>			

PCard update forms must be signed by someone authorized in GFA for the card's default chartfield. Cardholders cannot authorize their own forms.



The signature must either be handwritten or be one of the University's approved (certified) electronic signature methods (such as DocuSign).

Approval Signature		
Name of Account Executive or Alternate	Signature	Date

PCard Office Use Only:		Authorized and processed by:	
GFA:		Pro:	
Bank:		Email:	