



PCard Update Form – Add or Remove Chartfields

Requestor Information:

Name: _____

Phone: _____

Cardholder Information:

Name: _____

Department: _____

Phone: _____

Employee ID: _____

Last 10 Digits of Card: _____

Add or Remove Chartfields:

ADD or REMOVE	BU	ORG	FUND	ACTIVITY	PROJECT
ADD <input type="checkbox"/> REMOVE <input type="checkbox"/>					
ADD <input type="checkbox"/> REMOVE <input type="checkbox"/>					
ADD <input type="checkbox"/> REMOVE <input type="checkbox"/>					
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ADD <input type="checkbox"/> REMOVE <input type="checkbox"/>					
ADD <input type="checkbox"/> REMOVE <input type="checkbox"/>					
ADD <input type="checkbox"/> REMOVE <input type="checkbox"/>					

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 Alternate: _____

Signature: _____ Date: _____