



University of Windsor

Purchasing Card (PCard) Change Request Form

This form is used by Purchasing Cardholders to request a change in their Purchasing Card balance limit, individual transaction limit, to remove or add MCC code restrictions, and to cancel the card should they no longer need it.

Cardholder Information:

Full Name: _____

Last 4 digits of PCard # _____

Cardholder Change Request:

Date of Request: _____

Current Single Transaction Limit: \$2,825.00

Current Single Transaction Limit Request: _____

Current Monthly Limit: \$10,000

Requested Monthly Limit: _____

Explanation for the Increase: _____

MCC Groups lift Restrictions: Check appropriate box and provide reason

Hotels Travel Meals Auto Rent Gas

Explanation for the lift of MCC Restriction: _____

Is this above request a permanent request or a temporary Request? ____ Permanent ____ Temporary

If the request is permanent, please explain why: _____

Cancelling a Purchasing Card:

Request to Cancel PCard? Yes No

Pcard receipts and statements are kept with Office Administrator for Auditors: Yes No

Purchasing Card Change Request Approval:

Your approval of the form and confirms that all information is accurate. Approval must either be with written signature of official digital signature.

Card Holder: _____ Date: _____

Department Head/Dean: _____ Date: _____

Procurement Office Approval:

Purchasing Card Administrator: _____ Date: _____

Procurement Manager: _____ Date: _____

Administrator Notes: _____