



University of Windsor

BTA Card Change Request Form

This form is used by BTA Cardholders to request a change in their BTA Card balance 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 BTA Card # _____

Change Request:

Date of Request: _____

Current Monthly Limit: \$15,000

Requested Monthly Limit: _____

Explanation for the Increase: _____

Is this above request a permanent request or a temporary Request?

Permanent

Temporary

If the request is permanent, please explain why:

Cancelling a BTA Card:

Request to Cancel BTA Card? Yes No

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

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.

Cardholder: _____ Date: _____

Department Head/Dean: _____ Date: _____

Procurement Office Approval:

Purchasing Card Administrator: _____ Date: _____

Procurement Manager: _____ Date: _____

Administrator Notes: _____