

Corporate Card Maintenance Request Form

Maintenance Request for: T&E Card **PCard CARDHOLDER** UCID# Name(printed): Date Department: Email: PCARD (last 4 digits) T&E CARD (last 4 digits) Telephone: TYPE OF REQUEST - Select the appropriate action and provide a detailed explanation: Remove Add Reconciler: Email Address Update - UCalgary email address only (entered above) UCID: Phone Number Update: Name: Default Chartfield Change (PCard Only): Reconciler Fund Dept Internal Signature Project Activity Account Cancel Card a) The Cardholder is responsible to complete reconciliation for outstanding transactions or to assign a Reconciler to Suspend Card complete this task on their behalf. Reinstate Card a) A signed Corporate Card application must accompany a Department Change completed maintenance request form for a department change or name change. Cardholder Name Changeb) The Cardholder is responsible to complete reconciliation for outstanding transactions or to assign a Reconciler to Previous Name: complete this task on their behalf. **Explanation or justification of request (if applicable):**

APPROVAL - Cardholder signature required as approval for updates to their card profile. A Reports to Manager signature is only required if the Cardholder is unavailable.

Cardholder Name (printed)

Reports to Manager Name (printed)

Cardholder

Reports to Manager

Signature Sign

Signature

Submit the completed and approved Corporate Card Maintenance Request form to: finance@ucalgary.ca