

Maintenance Request for: PCard T&E Card

CARDHOLDER

Name(printed): UCID #

Department: Date

Email: PCARD (last 4 digits)

Telephone: T&E CARD (last 4 digits)

TYPE OF REQUEST - Select the appropriate action and provide a detailed explanation:

Email Address Update - UCalgary email address only (entered above)	Reconciler:	Add	Remove
Phone Number Update (entered above)	UCID:		
Default Chartfield Change (PCard Only):	Name:		
Fund Dept Internal	Reconciler		
Project Account Activity	Signature		

Cancel Card

Suspend Card

Reinstate Card

a) The Cardholder is responsible to complete reconciliation for outstanding transactions or to assign a Reconciler to complete this task on their behalf.

Department Change

Cardholder Name Change

a) The Cardholder is responsible to complete reconciliation for outstanding transactions or to assign a Reconciler to complete this task on their behalf.

b) An updated Corporate Card Agreement form must be completed and attached to the maintenance request.

Previous Name:

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 Signature	Reports to Manager Signature

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

Note: Limit Increase requests are now submitted on a separate form located on the Finance website under forms