



## P-Card Maintenance Form

This form is used to request changes and updates to Individual or Department P-Card accounts. Complete and sign the form electronically, then email to the Purchasing Department at [PCards@lcsc.edu](mailto:PCards@lcsc.edu).

### Cardholder Information - select Individual or Department Card:

I Individual Card

Department Card

Name on card:

Last 4 digits of card #:

Permanently Adjust Monthly Credit Limit from: \_\_\_\_\_ to: \_\_\_\_\_

Change name on card to: \_\_\_\_\_

Change Email address from: \_\_\_\_\_ to: \_\_\_\_\_

Change P-Card Manager from: \_\_\_\_\_ to: \_\_\_\_\_

New P-Card Manager email: \_\_\_\_\_

Change Dept/Div Head from: \_\_\_\_\_ to: \_\_\_\_\_

Card Replacement, due to (indicate reason, such as damaged, not received, embossing error):

Note: Lost or stolen cards must be immediately reported to Bank of America, as indicated in the P-Card Procedure Manual. These cards will be reissued – do not use this form to request replacement

Change Default Cost Center to:

Cancel Card

**Before submitting a request to cancel a P-Card, ensure all outstanding charges have been posted to Bank of America Works.**

## Add Users to Department Card

Name, Warrior ID, and Email address of individual(s) authorized to use Department Card:

### **Policy, Procedures, Training:**

All new P-Card Managers, authorized users of Department cards, and Department/Division heads must review and agree to adhere to all State and institutional policies and procedures, as indicated by signature below.

[Policies and procedures](https://www.lcsc.edu/purchasing/employees/p-card-guidelines/p-card-policy-and-procedures) can be accessed at (<https://www.lcsc.edu/purchasing/employees/p-card-guidelines/p-card-policy-and-procedures>).

**All new P-Card Managers, authorized users of Department cards, and Department/Division heads must receive training prior to access being provided.**

### **Signatures**

Individual Cardholder Signature:

Department Card Authorized User Signature(s):

Department P-Card Manager Signature:

Department/Division Head Signature:

*If the P-Cardholder is a Department/Division Head, signature of their respective Dean, Vice President or President (for direct reporting units) is required.*

Dean, Vice President or President Signature:

### **Purchasing Department Use Only**

P-Cardholders, P-Card Managers, and authorized users of Department cards names and dates of training completion.

**Purchasing**

500 8th Avenue, Lewiston, ID 83501 • Phone: (208) 792-2288 • [Purch@lcsc.edu](mailto:Purch@lcsc.edu)