



THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Purchasing Card (P-Card) Account Maintenance Form

Organization Card Organization Name Organization Number Card Number (Last 4)

Individual Card Cardholder Name Blazer ID Employee ID Card Number (Last 4)

TYPE OF REQUEST: Deactivate Card

Employee Termination Employee Transfer Other (Please explain)

TYPE OF REQUEST: Update Existing Card

Name Monthly Credit Limit Velocity (Daily) International Purchase Single Transaction Limit Velocity (Monthly) Update Default Account

JUSTIFICATION FOR UPDATE(S):

Justification text lines

Requestor Name (Print) Requestor Signature Date

VP/Dean/Director/Department Head Signature Date

To be completed by P-Card Services

Table with 5 columns: Credit Limit, Single Transaction Limit, Velocity (Daily), Velocity (Monthly), International

Card Deactivated Card Updated Requestor Notified