THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

☐ **Individual Card**   ☐ **Organization Card**

Name on Card _____   **Card Number (Last 4)** _____

Responsible Cardholder (applies only to organization cards)

Add/Delete	First Name	Last Name	Blazer ID	Employee ID

Proxy

Add/Delete	First Name	Last Name	Blazer ID	Employee ID

P-Card transaction approvers are maintained using the Workflow Approval Maintenance (WAM) form. The WAM paths are established and maintained by the Workflow Officer (WFO) for each organization. The WAM for P-Card transaction approval is located under the document type, **System**. The WAM path name is **PCARD-INTERSECT**.

TYPE OF REQUEST: Deactivate Card

☐ **Employee Termination**   ☐ **Employee Transfer**   ☐ **Other** (Please explain)

_____

TYPE OF REQUEST: Update Existing Card

☐ **Responsible Cardholder** _____

☐ **Monthly Credit Limit** _____   ☐ **Single Transaction Limit** _____

☐ **# of Daily Transactions** _____   ☐ **# of Monthly Transactions** _____

☐ **International Purchase** _____

Comments:

_____
_____
_____

Requestor Name (Print)	Requestor Signature	Date

Complete form, sign and return to pcardservices@uab.edu   Revised: 07.31.2018