UNC Wilmington
P-CARD & WORKS MAINTENANCE FORM

INSTRUCTIONS: To cancel or change Cardholder (CH) information on the existing Purchasing Card, complete this form and email it to pcard@uncw.edu.

Cardholder Name: ____________________ Department Name: ________________
Last 4 Digits of Card: ____________ Date Submitted: ____________________

CARD CANCELLATION (CUT or SHRED THE CARD AND DISPOSE OF PROPERLY)

REASON FOR CANCELLATION:
___ CH Resigned/Terminated/Retired ___ No Longer Required ___ Lost ___ Stolen
Effective Date of Cancellation: ____________________

MAINTENANCE REQUEST
NOTE: University policy sets the Single Transaction Limit at $2,500 and the minimum Monthly Limit at $5,000.

___ CHANGE UNCW SPENDING LEVEL From: ____________________ To: ____________________
(See Spending Levels Below)

___ Change Cardholder Name From: ____________________ To: ____________________
___ Change Email Address From: ____________________ To: ____________________
___ Change Reconciler From: ____________________ To: ____________________
___ Add Reconciler ____________________
___ Change Approver From: ____________________ To: ____________________
___ Add Approver ____________________
___ Change Department From: ____________________ To: ____________________
___ Change Campus Box Number From: ____________________ To: ____________________
___ Add Fund(s) ____________________
___ Remove Fund(s) ____________________
___ Change Default Fund From: ____________________ To: ____________________
___ Other: ____________________

CARDHOLDER SIGNATURE: ____________________ Date: ____________________

APPROVER SIGNATURE: ____________________ Date: ____________________

APPROVER NAME (PRINT): ____________________ Date: ____________________

PURCHASING SIGNATURE: ____________________ Date: ____________________

Purchasing Card Spending Levels
There are an unlimited number of transactions up to the daily and/or monthly dollar limits.

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