

**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](mailto: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](#))

<input type="checkbox"/> Change Cardholder Name	From: _____	To: _____
<input type="checkbox"/> Change Email Address	From: _____	To: _____
<input type="checkbox"/> Change Reconciler	From: _____	To: _____
<input type="checkbox"/> Add Reconciler	_____	_____
<input type="checkbox"/> Change Approver	From: _____	To: _____
<input type="checkbox"/> Add Approver	_____	_____
<input type="checkbox"/> Change Department	From: _____	To: _____
<input type="checkbox"/> Change Campus Box Number	From: _____	To: _____
<input type="checkbox"/> Add Fund(s)	_____	_____
<input type="checkbox"/> Remove Fund(s)	_____	_____
<input type="checkbox"/> Change Default Fund	From: _____	To: _____
<input type="checkbox"/> 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.

	TEAL - 1	TEAL - 2	TEAL - 3	TEAL - 4	TEAL-5
<b>Monthly Transaction Limit</b>	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000
<b>Single Transaction Limit</b>	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500