# Purchasing Card Account Maintenance Form

Complete and send form to the Delegated Procurement Team via fax to (301) 314-9565 or email to pcard@umd.edu.

<table>
<thead>
<tr>
<th>Date of request:</th>
<th>Cardholder Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Department:</th>
<th>Email:</th>
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<tbody>
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## A. Cardholder Controls - *Requires approval of Department Head.

For temporary increase, please forward new account maintenance form when reduction is desired.

- [ ] Monthly Credit Limit Change
- [ ] Single Purchase Limit Change

## B. Cancel Card - Please check reason

If cardholder is a Reviewer or Updater, please complete separate **Reviewer and Updater** Access Request forms to cancel access.

- [ ] Employee separated employment
- [ ] Employee terminated
- [ ] Retirement
- [ ] Employee switched departments
- [ ] Employee no longer needs card
- [ ] Fraud/Misuse
- [ ] Other

Temporary Account Cancellation:

- [ ] Suspend Card
- [ ] Reactivate Card

Reason: __________________________

Department Change: Will result in cancellation of card. A new Cardholder Agreement form must be submitted.

## C. Request Replacement Card

- [ ] Cardholder Name Change
- [ ] Due to Damaged Plastic or Magnetic Strip

## D. Default Account Change

- [ ] New Account Number

**Complete justification for Assignment of Contract or Grant Account to a Purchasing Card form** for accounts 01-4300000 to 01-4339999, 01-4450000 to 01-4459999, or 01-5200000 to 01-5299999

## E. Cardholder Information Changes

- [ ] Statement Mailing Address
  - [ ] Address Line 1: Department Name
  - [ ] Address Line 2: Business Address
- [ ] Phone Number Change
- [ ] Email Address Change

## F. Approvals

<table>
<thead>
<tr>
<th>Role</th>
<th>Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Cardholder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Head</td>
<td></td>
<td></td>
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<tr>
<td>(No Designees)</td>
<td></td>
<td></td>
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<tr>
<td>Office of Contract &amp; Grant Accounting</td>
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Revised 08-2016