



Department P-Card Maintenance Form

This form is used to request changes and updates to Department P-Card accounts. Complete and sign the form electronically, then email to the Purchasing Department at Purch@lcsc.edu.

Name on card:

Last 4 digits of card #:

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Permanently Adjust Monthly Credit Limit to:

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Change name on card to:

☐

Change Email address to:

☐

Change P-Card Manager to (provide name, warrior id and email):

Add/Remove additional P-Card Manager (provide name, warrior id and email):

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Update Department head from: _____ to: _____

Note: Use this option for leadership changes within a department

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Card Replacement, due to (indicate reason, such as damaged, not received, embossing error):

Note: Lost or stolen cards must be immediately reported to Bank of America, as indicated in the P-Card Procedure Manual. These cards will be reissued – do not use this form to request replacement.

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Change Default Cost Center to:

☐

Cancel Card

Before submitting a request to cancel a P-Card, ensure all outstanding charges have been posted to Bank of America Works.

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Add Users to Department Card

Name, Warrior ID, and Email address of individual(s) authorized to use Department Card:

Policy, Procedures, Training:

All new P-Card Managers, authorized users of Department cards, and Department heads must review and agree to adhere to all State and institutional policies and procedures, as indicated by signature below.

[Policies and procedures](#) can be accessed at:

<https://www.lcsc.edu/purchasing/employees/policy-and-procedures>

All new P-Card Managers, authorized users of Department cards, and Department heads must receive training prior to access being provided.

Signatures

Department P-Card Manager Signature:

Department Head Signature:

Authorized User(s) of Department P-Card:

Purchasing Department Use Only

Purchasing

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