



# Purchase Card Maintenance

This form is to be completed if the Purchase Card details need to be amended

<b>Name on Card</b>								
<b>Cardholder's Employee ID</b>								
<b>Last 8 Digits of the Card Number</b>								

## Type of Request

### Cancel Card

Ceased/Ceasing employment as of \_\_\_\_/\_\_\_\_/\_\_\_\_

Card is no longer needed because

Fraud or Misuse – Date and time CBA advised

- Detail the circumstances of the Fraud/Misuse

Other – please specify

Change Default Account Codes (FOAP) – change to

FUND	ORGN	ACCT	PROGRAM

Temporarily Suspend Card - till \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason

Reinstate Suspended Card - from \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason

Change name on card – you must provide appropriate documentation to support the name change

New Name

<b>First</b>	
<b>Last</b>	

Change Business Unit

Existing Unit	New Unit	Change approved by Manager of New Business Unit	
		Name	Position

NAME	SIGNATURE	DATE
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Cardholder		
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