Purchasing Card Office
University Credit Card Account Maintenance Request

Temporary   Permanent

Scan & Email the completed form to: pcards@richmond.edu

CARDHOLDER INFORMATION

Card issued in the Name of (as it appears on the card): _____

Card ending in (last 4-digits only): _____

Allocator/Cardholder Name (if different from above): _____ Extension: _____

REQUEST FOR CHANGE OF CREDIT OR TRANSACTION LIMITS

Change number of transactions per day to: _____

Change single transaction limit to: $ _____ Change monthly limit to: $ _____

Please provide a specific reason for any single transaction limit over $10,000-may require additional signatures

Temporary Change <u>until</u> 24th of *Month* (Cycle end): _____ Permanent Change <u>effective</u> (date): _____

Reason for change: _____

REQUEST TO UNBLOCK A MERCHANT CATEGORY CODE

MCC blocks are designed to prevent unauthorized purchases. You can request an MCC code to be unblocked only if you have had an authorized business purchase declined due to a blocked MCC.

Permanent Change, **effective:** _____ (date) or Temporary Change **until:** _____ (date)

Add MCC **Code:** _____ Add MCC **Group:** _____

Reason for change: _____

AUTHORIZATION BY APPROVER REQUIRED FOR ALL MAINTENANCE REQUESTS

Cardholder Signature: _____ Date: _____

Approved By (Printed Name): _____ Title: _____

Signature: _____ Date: _____

FOR USE BY PURCHASING CARD OFFICE ONLY

Purchasing Card Administrator Signature: _____ Date: _____

*Procurement Office Approval: _____ Date: _____