**Purchasing Card**

**Account Maintenance Request Form Disbursement Center**

**CARDHOLDER INFORMATION**

First Name:

Initial:

Last Name:

PeopleSoft ID:

Email:

Work Phone:

Cardholder Signature:

Date:

Email to:

**FOR USE BY P-CARD TEAM ONLY**

Request Completed by: Date:

Account Reset to Original

Profile Confirmed by: Date:

Orig $ Temp $

Reset Date:

**REQUEST TO UNBLOCK A MERCHANT CATEGORY CODE**

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

I request the following Merchant be unblocked:

Supplier Name: Amount of purchase

$

Business Purpose:

PeopleSoft Dept: Dept Name:

**AUTHORIZATION BY BUSINESS UNIT APPROVER REQUIRED FOR ALL CHANGES**

Authorized By (Print Name): Title:

Signature:

Date:

Date:

Controller

(for transaction limits $5,000 or more - not for software or equipment purchases)

**REQUEST FOR CHANGE OF CREDIT LIMITS**

Please check one: **Temporary** End Date **Permanent**

Increase/Decrease monthly credit limit from to

$

Increase/Decrease single transaction limit from to

$

Justification:

PeopleSoft Dept: Dept Name:

$

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