
P-Card Change Request

Requested changes to assigned Card Model, MCC Blocking Scheme and/or Credit Limit must be approved by the Card Approver AND the Senior Director of Contracting & Procurement.

Submit completed, signed form to purchasecard@rowan.edu.

*** Required**

1. **Employee Name ***

2. **Employee E-mail Address ***

3. **Employee Phone Number***

4. **Credit Card/Account Number Last Four (4) Digits***

5. **Division or College & Department ***

6. **Requested Change & Reason for Change ***

7. **Approver/Dept. Head Name***

8. **Approver Signature***

9. **OC& P Approval***

YES

NO

Effective Date

Initials