

*Mark and complete applicable areas and return to Procurement and Contracts (SH-125) as soon as possible.*

**Cardholder Name:** \_\_\_\_\_ **Coyote ID:** \_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_ **Department** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ **Name Change:** New name (Please print) \_\_\_\_\_  
*Please attach a copy of your completed Employee Action Request form (from Human Resources) to this form before submitting to Purchasing.*

☐ **Contact Information Change:**  
Phone number (909)537- \_\_\_\_\_ New email address: \_\_\_\_\_@csusb.edu

☐ **Limit Change:** New Single Purchase Limit: \$ \_\_\_\_\_ New Credit Limit: \$ \_\_\_\_\_

☐ **Temporary change to expire on** \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ **Permanent Change**

I hereby approve the above limit change revisions and certify that they are necessary to accomplish the mission and goals of the department.

**Approving Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Provost/ Division VP/ Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Provost/ Division VP:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Cardholder Approving Official Changes**

Per ICSUAM 5250.00 § 200 an Approving Official is responsible for reviewing the monthly procurement card usage and approving all purchases before documentation is sent to Procurement and Contracts. **\*Prior to being designated an Approving Official, an individual must complete training and have an Approving Official Certification Form on file in Procurement and Contracts. See [Procurement Card tab](#) for details\***

☐ **Approving Official (AO) Change:** Primary ☐ Alternate ☐

New AO (Please print name): \_\_\_\_\_

Title: \_\_\_\_\_

New AO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approving Official (AO) Change:** Primary ☐ Alternate ☐

New AO (Please print name): \_\_\_\_\_

Title: \_\_\_\_\_

New AO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PROCUREMENT AND CONTRACTS USE ONLY -

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_