

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

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

Cardholder's Signature: \_\_\_\_\_ 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: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President's Signature: \_\_\_\_\_ 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 Purchasing Office. **\*Prior to being designated an Approving Official, an individual must complete training and have an Approving Official Certification Form on file in the Purchasing Office. See <http://purchasing.csusb.edu/pcard.html> 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: \_\_\_\_\_

PURCHASING OFFICE USE ONLY - Completed by: \_\_\_\_\_ Date: \_\_\_\_\_