



## Procurement Card Account Change Request

Complete and return to Procurement & Contracts Services (SH-125)

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

Cardholder Department: \_\_\_\_\_ Email: \_\_\_\_\_

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 Procurement & Contract Services.*
- Contact Information Change:**  
Phone number (909) 537- \_\_\_\_\_ New email address: \_\_\_\_\_@csusb.edu
- Default Stateside Chartfield Number:** \_\_\_\_\_  
Account   Fund   Dept ID   Class   Project/Grant

### 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. **An Approving Official must complete training and have an Approving Official Certification Form on file in the Procurement & Contracts Services Office prior to being designated.** 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: \_\_\_\_\_

Replacing AO Name: \_\_\_\_\_

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

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

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

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

Replacing AO Name: \_\_\_\_\_

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