UNIVERSITY OF CALGARY

Corporate Card Maintenance Request Form

Maintenance Request for: ☐ PCard ☐ T&E Card

CARDHOLDER

Name(printed): _____ UCID # _____

Department: _____ Date _____

Email: _____ PCARD (last 4 digits) _____

Telephone: _____ T&E CARD (last 4 digits) _____

TYPE OF REQUEST - Select the appropriate action and provide a detailed explanation:

☐ Email Address Update - UCalgary email address only (entered above)

☐ Phone Number Update: _____

☐ Default Chartfield Change (PCard Only):

Fund ____ Dept ____ Internal ____

Project ____ Account ____ Activity ____

Reconciler: ☐ Add ☐ Remove

UCID: _____

Name: _____

Reconciler Signature _____

☐ Cancel Card

☐ Suspend Card

☐ Reinstate Card

a) The Cardholder is responsible to complete reconciliation for outstanding transactions or to assign a Reconciler to complete this task on their behalf.

☐ Department Change

☐ Cardholder Name Change

Previous Name: _____

a) A signed **Corporate Cardholder Agreement** must accompany a completed maintenance request form for a department change or name change.

b) The Cardholder is responsible to complete reconciliation for outstanding transactions or to assign a Reconciler to complete this task on their behalf.

Explanation or justification of request (if applicable):

_____

APPROVAL - Cardholder signature required as approval for updates to their card profile. A Reports to Manager signature is only required if the Cardholder is unavailable.

Cardholder Name (printed) _____ Reports to Manager Name (printed) _____

Cardholder Signature _____ Reports to Manager Signature _____

Submit the completed and approved Corporate Card Maintenance Request form to: finance@ucalgary.ca

Note: Limit Increase requests are now submitted on a separate form located on the Finance website under forms