



Purchasing Card
THE UNIVERSITY OF UTAH

PCard Update Form – Campus Cardholders Add or Remove Chartfields

Please send completed form to pcard@purchasing.utah.edu

Requestor Name:		UNID #	
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Please fill out the below information to add chartfields to the card(s) listed below. If you would like to add more chartfields please provide the additional chartfields in an Excel sheet sent in with the form.

Cardholder(s) Information:

Name:	Last 10 digits of card

Add or Remove Chartfield(s):

If there are chartfields needed that require a different signing authority, please submit them a separate form.

ADD or REMOVE		BU	ORG	FUND	ACTIVITY	PROJECT
ADD	REMOVE					
ADD	REMOVE					
ADD	REMOVE					
ADD	REMOVE					
ADD	REMOVE					
ADD	REMOVE					
ADD	REMOVE					
ADD	REMOVE					
ADD	REMOVE					
ADD	REMOVE					
ADD	REMOVE					
ADD	REMOVE					

PCard update forms must be signed by someone authorized in GFA for the chartfield(s) listed above. Cardholders are able to authorize this form if they are also listed in GFA for the chartfield(s).



The signature must either be handwritten or be one of the University's approved (certified) electronic signature methods (such as DocuSign).

Approval Signature		
Name of Account Executive or Alternate	Signature	Date