



**PROCUREMENT CARD (PCARD)  
Demographic Change Request**

This form is used to request demographic changes to the cardholder's profile. Cardholder will be responsible for completing the form and routing to the Approving Official for signature. Adobe Sign with audit trail or wet signatures are acceptable. Submit the form to [RRCC.PCard@rrcc.edu](mailto:RRCC.PCard@rrcc.edu).

Name: Last \_\_\_\_\_ First \_\_\_\_\_ "S" Number: \_\_\_\_\_

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

**CHANGE(s) REQUESTED**

Mark all that apply and fill in the details.

Higher Tier Purchase Limit Change (Permanent)

New Approving Official/Supervisor

\$4,500 Single Transaction Limit

Temporary  Permanent

\$7,000 Daily Limit

Name \_\_\_\_\_

\$15,000 Cycle Limit

Cardholder Name Change

Add Additional Org Code(s)

Old Name \_\_\_\_\_

List \_\_\_\_\_

New Name \_\_\_\_\_

\_\_\_\_\_

Remove Org(s)

List \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**APPROVING OFFICIAL/SUPERVISOR APPROVAL**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PURCHASING USE ONLY**

Approved:  Y  N If no, reason \_\_\_\_\_ Initials & Date \_\_\_\_\_

Verified requested information:  Y Updated: US Bank  Y  N Banner  Y  N Org(s)  Y  N

Follow up Notes: \_\_\_\_\_

Complete: Cardholder Notified  Y \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_