SIMON FRASER UNIVERSITY
PROCUREMENT SERVICES

Procurement Card (PCard) Maintenance Form

Cardholder Name:	Card #: **5550 0000**

Email:	Telephone:	BMO User ID: **D00490**

PCard Coordinator: *person reconciling online PCard Account)* ☐ Individual ☐ Department

Select all applicable changes/updates:

☐	**Department / Address Changes**	New Department: Address: Reports to:
☐	**Default GL Account Code**	Old Account FUND | DEPARTMENT | ACCOUNT New Account FUND | DEPARTMENT | ACCOUNT
☐	**PCard Coordinator** *(Person reconciling online account)*	☐ Remove ☐ Add ☐ Change to Name: ☐ Individual ☐ Department Computing ID: | Telephone: | BMO User ID: **D00490**
☐	**Cancel Card**	Effective Date: Reason: Have you destroyed the Card? ☐ Yes ☐ No (Card Attached w/form)
☐	**Other PCard Changes**	Comments:

Authorized Signature (Manager):	Date:
Name/Title:	

PCard Administrator Use Only		
Date Requested:	Request ID:	Date Completed: