

# UCSC Pro-card Account Modification or Closure

## Privacy Notification

The information collected on this form has been requested by US Bank. The Bank uses this information for security and verification purposes. When the cardholder contacts the Bank, their employee identification number will be requested to verify the identity of the caller. Individuals have the right to review their own records in accordance with University policies and collective bargaining agreements. Information on applicable policies and agreement can be obtained from campus, laboratory or Office of the President Staff and Academic Personnel Offices. The official responsible for maintaining the information contained on this form is the Campus Purchasing Card Administrator.

### Modify an Existing Pro-card Account

Provide cardholder name, last 4 digits of account number, and complete field(s) that **need to be updated**.

**Account Change** *enter new FOAPAL below*

**Limit Change** *enter new dollar limits below*

**Other** \_\_\_\_\_

### Close an Existing Pro-card Account

Provide cardholder name and last 4 digits of account number.

**Terminate Account**

**Voluntarily Close Account**

## CARDHOLDER INFORMATION

First Name	Last Name	Middle Initial
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*maximum 21 characters total*

Last 4 Digits of Account Number

Work Phone Number	Work Email Address
Employee ID <i># begins with 7</i>	Pro-card Descriptor <i>required if applicant has multiple cards; 21 character maximum</i>

UCSC Mailstop	City	State	Zip Code
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## ACCOUNT INFORMATION *FOAPAL*

Fund	Org	Account	Program	Activity <i>optional</i>
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## CARD LIMITS *specified by Unit Manager and Supervisor*

Monthly Limit <i>total \$ per month</i>	Single Purchase Limit <i>total \$ per transaction; maximum \$2,500</i>	Daily Purchase Limit <i>total \$ per day</i>
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## DEPARTMENT INFORMATION & APPROVAL

PCA Name <i>printed or typed</i>	<i>for Purchasing use</i> PCA Hierarchy 5 digits
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PCA Signature \_\_\_\_\_

Name of Pro-card Supervisor <i>printed or typed</i>	<i>for Purchasing use</i> Supervisor Hierarchy 4 digits
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*Document Retention: Permanent until superseded. For non-contract and grant funds retain three years after change has been made to account and five years after account closure. For contract and grand funds retain in accordance with EMF grant guidelines.*