



## P-Card Maintenance Form

This form is used to request changes and updates to Individual P-Card accounts. Complete and sign the form electronically, then email to the Purchasing Department at [PCards@lcsc.edu](mailto:PCards@lcsc.edu).

**Name on card:**

**Last 4 digits of card #:**

Permanently Adjust Monthly Credit Limit to:

Change name on card to:

Change Email address to:

Change P-Card Manager to (provide name, warrior id and email):

Add/Remove additional P-Card Manager (provide name, warrior id and email):

Update P-Cardholder's Supervisor from \_\_\_\_\_ to: \_\_\_\_\_  
Note: Use this option for leadership changes within a department, not if the P-Cardholder moves to a new department.

Card Replacement, due to (indicate reason, such as damaged, not received, embossing error):  
Note: Lost or stolen cards must be immediately reported to Bank of America, as indicated in the P-Card Procedure Manual. These cards will be reissued – do not use this form to request replacement.

Change Default Cost Center  
to:

Cancel Card

**Before submitting a request to cancel a P-Card, ensure all outstanding charges have been posted to Bank of America Works.**

**Policy, Procedures, Training:**

All new P-Card Managers and Supervisors of P-Cardholders must review and agree to adhere to all State and institutional policies and procedures, as indicated by signature below.

[Policies and procedures](https://www.lcsc.edu/purchasing/employees/p-card-guidelines/p-card-policy-and-procedures) can be accessed at (<https://www.lcsc.edu/purchasing/employees/p-card-guidelines/p-card-policy-and-procedures>).

**All new P-Card Managers and Supervisors of P-Cardholders must receive training prior to access being provided.**

**Signatures**

P-Cardholder Signature:

P-Card Manager Signature (only for changes involving the P-Card Manager):

P-Cardholder's Supervisor Signature:

**Purchasing Department Use Only**