



## Department P-Card Maintenance Form

This form is used to request changes and updates to Department 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 Department head from: \_\_\_\_\_ to: \_\_\_\_\_  
Note: Use this option for leadership changes within a 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.**

Add Users to Department Card

Name, Warrior ID, and Email address of individual(s) authorized to use Department Card:

**Policy, Procedures, Training:**

All new P-Card Managers, authorized users of Department cards, and Department heads must review and agree to adhere to all State and institutional policies and procedures, as indicated by signature below.

Policies 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, authorized users of Department cards, and Department heads must receive training prior to access being provided.**

**Signatures**

Department P-Card Manager Signature:

Department Head Signature:

Authorized User(s) of Department P-Card:

**Purchasing Department Use Only**