



PROCUREMENT CARD  
ACCOUNT INFORMATION CHANGE REQUEST

CARDHOLDER NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

CARD NUMBER (last 4 digits) \_\_\_\_\_

DATE \_\_\_\_\_

TYPE OF REQUEST

- Add FITAIRLINE "Open End" STL
- Add FITCAR Rental \$1,499 STL
- Add FITHOTEL "Open End" STL
- Budget Cost Center Change
- Campus Address Change
- Cancel Card
- Card Coordinator Change
- Cardholder Name Change\*
- Department Change\*\*
- No Single Transaction Limit\*\*\*
  - Temporary      Date to Expire \_\_\_\_\_
  - Permanent
- Phone Number Change
- Replacement Card
- Spending Purchase Limit per Cycle Change\*\*\*
  - Temporary      Date to Expire \_\_\_\_\_
  - Permanent

\*Cancellation of card and issuance of a new card with updated information.

\*\*Cancellation of card. A new enrollment form must be submitted.

\*\*\*Requires Director of Purchasing approval.

EXPLANATION OF REQUEST

DEPARTMENT HEAD \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

Director of Purchasing \_\_\_\_\_  
*Signature*

SPONSORED PROGRAMS (IF APPLICABLE): \_\_\_\_\_ *Signature*      Print Name: \_\_\_\_\_

**Return completed request to Procurement Services**

**Attn: Procurement Card Administrator**

**Florida Institute of Technology • Procurement Services**