



P-card Program Maintenance

Any changes to a state agency purchase card (P-card) administrator or backup P-card administrator shall be submitted to the state purchase card administrator in writing using this form and signed by the state agency's chief administrative officer. You are required to list the outgoing and incoming person's information, such as name, email, phone number, etc. The state purchase card administrator will forward the changes to the issuing bank.

P-CARD ROLE CHANGE (CHECK ALL THAT APPLY)

Agency P-card administrator

Agency P-card administrator backup

Agency name

Agency #

Agency appointing authority

Agency P-card administrator

INCOMING INFORMATION

Effective date

First name

Last name

Phone

Email

Fax

OUTGOING INFORMATION

First name

Last name

Phone

Email

Fax

SIGNATURE

Name of state agency chief administrative officer

Signature of state agency chief administrative officer

Date