



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 authorized representative

| | |
|---|------|
| Signature of state agency authorized representative | Date |
|---|------|