



Wabash College Purchasing Card Account Change Request

Complete this form to request a change to name, work location, supervisor, reconciler and/or a temporary/permanent limit change on a current purchasing card account. Limit changes require the cardholder's supervisor approval. Please refer to the [Purchasing Card Program Policies and Procedures](#) for a complete description of cardholder and supervisor responsibilities as well as other important program information.

To complete the form electronically, your device will need Acrobat, Adobe Reader, or Apple review.

Type of Change Needed. Please select all that apply.

	<i>Name (and if applicable email)</i>
	<i>Work location Department/Division and/or phone</i>
	<i>Supervisor</i>
	<i>Reconciler</i>
	<i>Permanent limit changes</i>
	<i>TEMPORARY limit changes</i>
	<i>Other (Please explain):</i>

Section 1: (Required to complete)

Purchasing Cardholder Current Information:

_____ @wabash.edu 765-361-_____
 Full Legal Name Campus email address Campus phone 765-361-####

Employee ID (7 digits) Default Account Number (Fund-Dept – Course/Project)

Department/Division name

_____ @wabash.edu 765-361-_____
 Supervisor's name Supervisor's email address Campus phone 765-361-####

Section 2: (Optional)

Temporary Limit Change Request:

(Please select the requested amount. If Other, please enter amount and rationale.): (Changes here require supervisor approval)

Transaction Limit	N/A	\$500	\$1,000	\$2,500	Other: \$_____	Rationale:
Cycle Purchase Limit	N/A	\$1,500	\$3,000	\$5,000	Other: \$_____	Rationale:

Time period for temporary change? _____ to _____

Section 3: (Optional)

Purchasing Cardholder **New** Information:

ONLY complete the fields that you are requesting to CHANGE

_____ @wabash.edu 765-361-
 New Full Legal Name New Campus email address New Campus phone 765-361-####

 New Default [Account Number](#) (Fund-Dept – Course/Project)

 New Department/Division name

_____ @wabash.edu 765-361-
 New Supervisor's name New Supervisor's email address New Campus phone 765-361-####

Requested Permanent Limit Changes

(Please select requested amount. If Other, please enter amount and rationale.): (Changes here require supervisor approval)

Transaction Limit	N/A	\$500	\$1,000	\$2,500	Other: \$_____	Rationale:
Cycle Purchase Limit	N/A	\$1,500	\$3,000	\$5,000	Other: \$_____	Rationale:

New Reconciler

Does the cardholder's reconciler need to be changed? _____ If yes, please provide reconciler information.

_____ @wabash.edu 765-361-
 Reconciler's name Reconciler's email address Campus phone 765-361-####

Section 4: Signature/Approvals *(Cardholder's Signature is Required. Supervisor's Signature is only Required for Limit Change Requests.)*

*Employee: If completing electronically: In Adobe, click on the **E-Sign** tab to create/obtain your signature and insert it on the Cardholder Signature line.*

One way to obtain your supervisor's signature electronically is to use [Box's "Sign" feature](#). If your supervisor prefers to use [Adobe's Digital ID/Signature](#):

In Adobe, the supervisor should click "All Tools" in the menu and select "Use a certificate" then select "Digitally sign" and follow Adobe's popup instructions.

 Cardholder Signature Date Signed

 Approving Supervisor Signature Date Signed (in Box) Digital Signatures will include a data stamp

Return the completed form to purchasing@wabash.edu
or upload to this Box folder: <https://wabash.app.box.com/folder/354875075692?s=hftob9e708amzo046w49j9nll1yx2eff>