

Procurement Card CARDHOLDER DATA CHANGE FORM

This form is to be used to change cardholder information for staff participating in the Procurement Card program. Only current cardholders are to use this form. All information will be kept confidential.

COMPLETE ALL FIELDS:

DATE: _____

LAST 4 DIGITS OF THE P-CARD: _____

CARDHOLDER NAME: _____

For name change only - NEW NAME: _____

JOB TITLE: _____

DATATEL ID#: _____

COMPLETE DEPARTMENT AND DIVISION NAMES: _____

CAMPUS, BLDG, AND ROOM NUMBER _____

ACC EMAIL ADDRESS: _____

PHONE NUMBER: _____

SUPERVISOR NAME AND TITLE: _____

BUDGET AUTHORITY NAME AND TITLE: _____

GL ACCOUNT NUMBER TO BE LINKED TO THE P-CARD: _____

BUDGET AUTHORITY SIGNATURE: _____



This form can be sent via one of the following:

Intercampus mail to: Purchasing Department, SVC

Scan and email to: esonen@austincc.edu or lschulz@austincc.edu

Fax: 223-1902

Note: The ACC Procurement card account is set up through the State of Texas contract, 946-M1, and in no way is linked to your personal credit history.