Western Oregon UNIVERSITY
Business Services

Procurement Card Application/Update Request

☐ New Card ☐ Index ☐ Limit Change ☐ Cancel

Department Name	
Department Phone number	
Custodian/Account Manager	
Budget Authority/Cardholder	
New Index to be Charged	
Last four digits of Pcard	
Current Card Limit (Default 5,000)	
Request New Permanent Pcard Limit *(For temporary increases under $15,000 this document is not required, the custodian must email the procurement card administrator and CC budget authority for approval)*	
Reason for Change Request	

Required Signatures

	Signatures	Date
Custodian/Account Manager		
Budget Authority/Cardholder		
Procurement Card Administrator		
Director of Accounting *(For new Pcard applications & increase limits over $15,000 only)*		

For Business Services Use Only

Date Received: Date New Card Ordered:

Date Card Cancelled: Date New Card Delivered:

Date completed updates:

Comments: