

Macalester College P-Card Request / Maintenance Form

A \$20 fee will be charged to the department requesting the P-Card.
 All limits will start at \$3000/month and \$1000/single transaction unless otherwise requested by Manager.

EMPLOYEE INFORMATION

_____ Cardholder Legal Name - 24 characters max printed on card	_____ Approver Legal Name
_____ Cardholder E-Mail Address	_____ Approver E-Mail Address
_____ Cardholder Macalester ID Number FOAPAL 100000 - _____ -XXXXXX- _____ Fund Organization Account Prog	_____ Approver Macalester ID Number _____ Cardholder Department

CHANGE INFORMATION ON AN EXISTING ACCOUNT

_____ <i>Current name on Card</i>
___ Monthly Credit Limit Change _____ (Amount)
___ Single Transaction Limit Change _____ (Amount)
___ Cardholder Legal Name Change _____
___ Cardholder E-Mail Change _____
___ New Default Budget Number _____
___ New Approver Legal Name _____
___ New Approver E-Mail/Mac ID # _____
___ New Department _____
___ Reconciler Legal Name _____
___ Reconciler E-Mail/Mac ID # _____
___ Account Closure

AUTHORIZATION SIGNATURES

_____ Employee Signature	_____ Date
_____ Manager Signature	_____ Date
_____ Wells Fargo Program Administrator Signature	_____ Date

Return to: Kathy Johnson
 Purchasing Department, 77 Mac Room 301