



Individual Card Organization Card

Name on Card _____ Card Number (Last 4) _____

Responsible Cardholder (applies only to organization cards)

Add/Delete	First Name	Last Name	Blazer ID	Employee ID

Proxy

Add/Delete	First Name	Last Name	Blazer ID	Employee ID

P-Card transaction approvers are maintained using the Workflow Approval Maintenance (WAM) form. The WAM paths are established and maintained by the Workflow Officer (WFO) for each organization. The WAM for P-Card transaction approval is located under the document type, **System**. The WAM path name is **PCARD-INTERSECT**.

TYPE OF REQUEST: Deactivate Card

Employee Termination Employee Transfer Other (Please explain)

TYPE OF REQUEST: Update Existing Card

Responsible Cardholder _____
 Monthly Credit Limit _____ Single Transaction Limit _____
 # of Daily Transactions _____ # of Monthly Transactions _____

Comments:

Requestor Name (Print) Requestor Signature Date