Purchasing Card
THE UNIVERSITY OF UTAH

PCard Update Form – Campus Change Default Chartfield

Please send completed form to pcard@purchasing.utah.edu

Requestor Name:		UNID #	
Requestor Dept Name:		Org ID#	

Please fill out the below information to change the default chartfield on a pcard:

Cardholder Information:

Name:	Last 10 digits of card

Current Default Chartfield

BU	ORG	FUND	ACTIVITY	ACCOUNT

New Requested Chartfield

BU	ORG	FUND	ACTIVITY	ACCOUNT

If you are updating the **ORG**, please describe the reason for the update:

PCard update forms must be signed by someone authorized in GFA for the new chartfield listed above. Cardholders are able to authorize this form if they are also listed in GFA for the chartfield.

👉 *The signature must either be handwritten or be one of the University's approved (certified) electronic signature methods (such as DocuSign).*

Approval Signature		
Name of Account Executive or Alternate	Signature	Date