



New Purchase Card/Purchase Card Change Request

Name: _____ Reports to _____

Name on card: _____

NEW ACCOUNT

Requested Limit \$ _____

TEMPORARY ACCOUNT Start date: _____ End date: _____

Requested Limit \$ _____

PERMANENT LIMIT INCREASE

TEMPORARY INCREASE Start date: _____ End date: _____

Current limit: \$ _____

Requested Limit \$ _____

Existing Card # _____

Other Changes

Specify:

- Location:
- Division
 - Father Gorman
 - Holy Rosary
 - St. Joseph's
 - Ecole St. Thomas
 - St. Mary's
 - Mother Teresa ECEC

Requested by (Supervisor)

Authorized by (Melanie Stelmaschuk, CPA, CA)

Date

Date

This form is to be completed for new Purchase Card requests and Purchase Card Change Requests. Then forward to Chief Financial Officer.