

Form 517.2 New Purchase Card / Purchase Card Change Request

Name on card: _____

Reports to _____

NEW ACCOUNT

Requested Limit \$ _____

PERMANENT LIMIT CHANGE

TEMPORARY INCREASE Start date: _____

End date: _____

Current limit: \$ _____

Requested Limit \$ _____

Last Four Digits of Existing Card # _____

Other Changes

Specify:

Location:

- Division
- Father Gorman
- Holy Rosary
- St. Joseph
- 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.