

CITY OF ROSWELL
JP MORGAN CHASE P-CARD PROGRAM



CARDHOLDER CHANGE FORM

Cardholders or Department Liaisons may use this form to request changes to a cardholder's profile, including credit limit and merchant code access.

CARDHOLDER INFORMATION	
Date (mm/dd/yyyy):	
Department:	
Cardholder Name:	
Card Number (Last 4):	

CHANGE IN CREDIT LIMIT				
Type	Current Limit	Requested Limit	Duration	Finance Recommendation
Single Transaction Limit:				
Monthly Limit:				
Justification for Change:				

CHANGE IN MERCHANT CODE ACCESS	
Describe Requested Change: (Include type of merchant/ product/service, specific merchant code if available)	
Justification for Change:	
Cardholder's Signature:	Date:
Department Head Signature:	Date:
P-Card Coordination Team Signature:	Date:
Finance Director Signature:	Date:
City Administrator Signature:	Date:

Complete form and click Submit. Finance will forward to the appropriate individuals for electronic signature.

FINANCE DEPT USE ONLY	INITIAL	DATE
CHANGE MADE IN JPM		
DEPT LIAISON NOTIFIED		