



Eastern Oregon University Procurement Card Application/Update Form

Please complete this form to request an EOU Procurement Card or to make changes to an existing EOU Procurement Card.

- New Card
 Index Change
 Limit Change
 Name Change
 Cancel

Department Name	
Department Phone Number	
Department Address	
Authorized Card Custodian	
Budget Authority	
New Index to be Charged	
Last Four Digits of Card Account Number	
Current Card Limit <i>(Default \$2,500)</i>	
Requested New Limit <input type="checkbox"/> Temporary (only for current month) <input type="checkbox"/> Permanent	
Reason for Change Request	

Required Signatures:

	Signature	Date
Card Custodian/Account Manager		
Budget Authority/Card Holder		
Program Administrator		
Controller <small>(for limit increases only)</small>		

<i>For Business Affairs Use Only</i>	Date Received:	Date New Card Ordered:
Initials:	Date Card Cancelled	Date New Card Delivered:
Comments:		