



PURCHASING CARD CHANGE REQUEST

Procurement Services
201 Phillips Hall, South Campus
Phone: 516-463-6613 • Fax: 516-463-4605
Email: procurement@hofstra.edu • Web: hofstra.edu/procurement

66112.3/16

CHANGE REQUEST CANCEL

To request a change to an existing Hofstra University Purchasing Card, the employee must complete this form and submit the original signed document to Procurement Services.

Employee (Cardholder):

Employee Name (print): _____

Employee ID Number: _____

Employee Title: _____

Department Name: _____

Telephone Number: _____ Email Address: _____

Purchasing Card Number: _____ (last 4 digits)

Employee Signature: _____ Date: _____

Cost Center Change:

Add Cost Center: Fund: _____ Org: _____ Account: _____

*Transaction Limit Change:

Current Per Transaction Limit: \$ _____ Current Monthly Limit: \$ _____

Requested Per Transaction Limit: \$ _____ Requested Monthly Limit: \$ _____

Note: Transaction increases must be provided by the respective VP or Dean and require a detailed rationale.

Rationale: _____

Approvals:

Supervisor Name (print): _____ Supervisor Signature: _____

*VP or Dean Name (print): _____ *VP or Dean Signature: _____

Procurement Services: _____ Procurement Services: _____

The Vice President of Financial Affairs' signature is required for transaction/monthly increase requests.

VP of Financial Affairs: _____ Date: _____