

University at Buffalo RF AMEX Procurement Card Program – Maintenance Request

Mail or fax completed form to: Procurement Card Administration Financial management 418 Crofts Hall Buffalo, NY 14260 Tel: 645-2606 Fax: 645-6795	Questions? Contact Procurement Card Administration: Valerie Dennis, 645-2604 or ubs-rfpcard@buffalo.edu Kevin Ragland, 645-1346 or ubs-rfpcard@buffalo.edu
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Date of request: _____
 Cardholder Name _____
 Last 6 digits of credit card #: _____
 Cardholder Phone: _____
 Cardholder Email: _____
 Organization Name: _____
 Cardholder Address: _____
 Principal Investigator Name: _____

TYPE OF REQUEST

- Change Single Purchase Limit to the maximum of \$2,500**
- Other Single Purchase Limit - less than \$2,500* \$_____** please indicate other desired amount on line
- Change Monthly Purchase Limit to the maximum of \$10,000**
- Change Monthly Purchase Limit - less than \$10,000 \$_____** please indicate other desired amount on line
- Tie in PCard access to PTA(s): _____**
- Change address, name, phone #, etc: _____**
- Please contact me to assist with online setup/ordering via PCard or any other type of assistance:**

Details: _____

- Cancellation** - Cancel card (check box and circle reason below) Return cut up card to Procurement Services, Attn: Procurement Card, 418 Crofts Hall.

Employee terminated/separated/retired/no longer needs card, switched department

- Other** _____

Reminder: Monthly review and approval of all cardholder transactions must take place by the Principal Investigator.

All transactions must be reviewed and approved for proper expenditure. If the Principal Investigator does not agree with the monthly activity, the cardholder should be asked to verify the documents and explain the reason for any discrepancy. Principal Investigators must inform the Procurement Card Program Administrator of any transfer or termination of a cardholder. It is the responsibility of the PI to ensure that they have available funds to cover the expenditures, and they are allowable. All original documentation will be retained in Purchasing for a minimum period of ten (10) years plus the current year.

Note:

Travel and Entertainment expenses are restricted items. An allowable/unallowable list outlining the type of purchases allowed via PCard for each related grant is provided to the cardholder. It is the responsibility of the PI to ensure that there are available funds to cover the expenditures.

Cardholder Signature: _____ **Date:** _____

Principal Investigator Signature: _____ **Date:** _____