

## University at Buffalo RF AMEX Procurement Card Program – Maintenance Request

<b>Mail or fax completed form to:</b> <b>Procurement Card Administration</b> <b>Procurement Services</b> 224 Crofts Hall Buffalo, NY 14260 Tel: 645-2676 Fax: 645-2687	<b>Questions?</b> <b>Contact Procurement Card Administration:</b> Angie Rzeszut, Administrator, 645-4533 or <a href="mailto:rzeszut@buffalo.edu">rzeszut@buffalo.edu</a> Kathy Brown, Coordinator, 645-4510 or <a href="mailto:brownk@buffalo.edu">brownk@buffalo.edu</a> Debbie Kostran, Coordinator, 645-4530 or <a href="mailto:dkostran@buffalo.edu">dkostran@buffalo.edu</a> Mary Kvetkosky, Coordinator 645-4531 or <a href="mailto:mfk3@buffalo.edu">mfk3@buffalo.edu</a>
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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 \$2500**
- Other Single Purchase Limit - less than \$2500\* \$\_\_\_\_\_** 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 Administrator, 224 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. Standing Purchase Orders to encumber funds are optional with monthly transactions direct-charged to the grant using the appropriate type.

**Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Principal Investigator Signature: \_\_\_\_\_ Date: \_\_\_\_\_**