



**P-card Program Maintenance**

Any changes to a state agency purchase card (P-card) administrator or backup P-card administrator shall be submitted to the state purchase card administrator in writing using this form and signed by the state agency's chief administrative officer. You are required to list the outgoing and incoming person's information, such as name, email, phone number, etc. The state purchase card administrator will forward the changes to the issuing bank.

**P-CARD ROLE CHANGE (CHECK ALL THAT APPLY)**

<input type="checkbox"/> Agency P-card administrator		<input type="checkbox"/> Agency P-card administrator backup	
Agency name			Agency #
Agency appointing authority		Agency P-card administrator	

**INCOMING INFORMATION**

Effective date

First name		Last name	
Phone	Email	Fax	

**OUTGOING INFORMATION**

First name		Last name	
Phone	Email	Fax	

**SIGNATURE**

Name of state agency authorized representative

Signature of state agency authorized representative	Date
---	------