



# RAYMORE-PECULIAR SCHOOL DISTRICT

## Purchasing Card Change Form

Cardholder: \_\_\_\_\_ Current Limit \$ \_\_\_\_\_

Select type of change:

- Limit Increase – New Limit \$ \_\_\_\_\_
- Limit Decrease – New Limit \$ \_\_\_\_\_
- Cancel Card

Select duration:

- Temporary – Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- Permanent – Effective Date: \_\_\_\_\_

Reason for Change:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisory Approval \_\_\_\_\_ Date \_\_\_\_\_

**Please send completed and signed form to the Finance Department for P-Card  
Program Administrator approval and processing.**

**Finance Department Only:**

Program Administrator approval: \_\_\_\_\_ Date \_\_\_\_\_

Change Completed by: \_\_\_\_\_ Date \_\_\_\_\_