

**SAGINAW VALLEY STATE UNIVERSITY  
PROCUREMENT CARD INFORMATION UPDATE/MAINTENANCE**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Cardholder Name (as it appears on card)

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Credit Card Number

Type of Request:

\_\_\_\_\_ Account closure                      Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ Default General Ledger Account Number change

\_\_\_\_\_ Name change

\_\_\_\_\_ Account Manager change

\_\_\_\_\_ Suspend account (Note: please specify time period for which account should be suspended)

\_\_\_\_\_ Monthly credit limit increase/decrease (circle one)

\_\_\_\_\_ Individual transaction limit increase/decrease (circle one)

\_\_\_\_\_  
Current Information

\_\_\_\_\_  
New Information

\_\_\_\_\_  
Explanation of Change (i.e. termination, married, etc.)

\_\_\_\_\_  
Cardholder (signature)

\_\_\_\_\_  
Cardholder's phone number

\_\_\_\_\_  
Account manager (signature)

\_\_\_\_\_  
Account manager's phone number

Forward to:      Procurement Card Administrator  
                     South Campus Complex A  
                     Purchasing Department  
                     7400 Bay Road  
                     University Center, MI 48710  
                     (989) 964-2063