

**Procurement Card Update Form**

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Org Unit (8 digits)

\_\_\_\_\_  
Cardholder Name (as it appears on front of Procurement Card)

**Type of Request:**

Account Closure

Reason: \_\_\_\_\_

Note: Card should be destroyed, DO NOT send card with this form.

Default Account change (Please include **Fund**, and **Cost Center or Internal Order**)

Mailing Address change

Name change

Change spending limit

Suspend Account

Approximate time period for which account will be suspended: \_\_\_\_\_

Re-activate Suspended Account

Other: \_\_\_\_\_

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

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

\_\_\_\_\_  
Department Administrator

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Department Administrator's Signature

**Fax or Email Completed Form to:**  
**Josh Abel, Procurement Card Administrator**  
**Eastern B001**  
**Fax (443) 997-5699**  
**[pcard@jhu.edu](mailto:pcard@jhu.edu)**

Additional Questions may be directed to (443) 997-5650 or [pcard@jhu.edu](mailto:pcard@jhu.edu)