



**Purchasing Card Office  
University Credit Card Account Maintenance Request**

**Temporary                  Permanent**

Scan & Email the completed form to: [pcards@richmond.edu](mailto:pcards@richmond.edu)

**CARDHOLDER INFORMATION**

Card issued in the Name of (as it appears on the card): \_\_\_\_\_

Card ending in (last 4-digits only): \_\_\_\_\_

Allocator/Cardholder Name (if different from above): \_\_\_\_\_ Extension: \_\_\_\_\_

**REQUEST FOR CHANGE OF CREDIT OR TRANSACTION LIMITS**

Change number of transactions per day to: \_\_\_\_\_

Change single transaction limit to: \$ \_\_\_\_\_ Change monthly limit to: \$ \_\_\_\_\_

**\*Please provide a specific reason for any single transaction limit over \$4999-may require additional signatures\***

Temporary Change until 24<sup>th</sup> of *Month* (Cycle end): \_\_\_\_\_ Permanent Change effective (date): \_\_\_\_\_

Reason for change: \_\_\_\_\_

**REQUEST TO UNBLOCK A MERCHANT CATEGORY CODE**

MCC blocks are designed to prevent unauthorized purchases. You can request an MCC code to be unblocked only if you have had an authorized business purchase declined due to a blocked MCC.

Permanent Change, **effective**: \_\_\_\_\_ (date) or Temporary Change **until**: \_\_\_\_\_ (date)

Add MCC Code: \_\_\_\_\_ Add MCC Group: \_\_\_\_\_

Reason for change: \_\_\_\_\_

**AUTHORIZATION BY APPROVER REQUIRED FOR ALL MAINTENANCE REQUESTS**

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

Approved By (Printed Name): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR USE BY PURCHASING CARD OFFICE ONLY**

Purchasing Card Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Procurement Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_