

Name on Card \_\_\_\_\_ Card Number (Last 4) \_\_\_\_\_

**Proxy**

Add/Delete	First Name	Last Name	Blazer ID	Employee ID

P-Card transaction approvers are maintained using the Workflow Approval Maintenance (WAM) form. The WAM paths are established and maintained by the Workflow Officer (WFO) for each organization.

**TYPE OF REQUEST: Deactivate Card**

- Employee Termination**
                         
  **Employee Transfer**
                         
  **Other (Please explain)**

**TYPE OF REQUEST: Update Existing Card**

- Monthly Credit Limit** \_\_\_\_\_  
 **Single Transaction Limit** \_\_\_\_\_

Please ensure that all relevant documents supporting your limit request are included.

**Comments:**

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CARDHOLDER NAME (Print)

CARDHOLDER SIGNATURE

DATE