



Eastern Oregon University

Please complete this form to request an EOU Procurement Card or to make changes to an existing EOU Procurement Card.

New Card
 Index Change
 Limit Change
 Name Change
 Cancel

Department Name	
Department Phone Number	
Department Address	
Authorized Card Custodian	
Unit Administrator	
New Index to be Charged	
Last Four Digits of Card Account Number	
Current Card Limit	<i>Default \$2,500</i>
Requested New Limit	
Reason for Change Request	

Required Signatures:

	Signature	Date
Card Custodian		
Unit Administrator		
Program Administrator		
Director of Business Affairs (for limit increases)		

For Business Affairs Use Only	Date Received:	Date New Card Ordered:	
	Initials:	Date Card Cancelled	Date New Card Delivered:
	Comments:		