

Section 1: Cardholder Information			
Workday ID		Name	
Campus Address		Room #	
Phone #		Dept.	
Email Address		Supervisor	

Section 2: Change Card Information	
Current program type:	<input type="checkbox"/> Travel Card (10K Monthly Limit) <input type="checkbox"/> Standard Card (5K Monthly Limit)
New program type:	<input type="checkbox"/> Travel Card (10K Monthly Limit) <input type="checkbox"/> Standard Card (5K Monthly Limit)
Reason for change:	

Change department to:	
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Reconciler	Current	Name		Email	
	New	Name		Email	

Primary Approver	Current	Name		Email	
	New	Name		Email	

Secondary Approver	Current	Name		Email	
	New	Name		Email	

Section 3: Add or Delete Access						
<i>Please provide a reason for change to the applicant's access and then check add or delete for as many WORKTAG lines as necessary.</i>						
Reason for change:						
Effective date (mm/dd/yyyy):						
Check one below:	Fund	Cost Center	Spend Category	Program	Project/Grant /Gift	Location
<input type="checkbox"/> Add <input type="checkbox"/> Delete			XXXXX			
<input type="checkbox"/> Add <input type="checkbox"/> Delete			XXXXX			
<input type="checkbox"/> Add <input type="checkbox"/> Delete			XXXXX			
<input type="checkbox"/> Add <input type="checkbox"/> Delete			XXXXX			

Section 3: Approvals			
<i>By submitting this application, I agree to attend training and comply with all Emerson College Policies and Procedures for Procurement Cards, including timely submission of monthly reconciliations via Workday. Misuse of the Procurement Card and/or a failure to reconcile transactions in a timely fashion will result in card termination as well as further disciplinary action.</i>			
Applicant			
Cost Center Manager		Dept.	
AVP/VP (as applicable)		Dept.	