

**CITY OF ROSWELL  
JP MORGAN CHASE P-CARD PROGRAM**



**CARDHOLDER CHANGE FORM**

Cardholders or Department Liaisons may use this form to request changes to a cardholder's profile, including credit limit and merchant code access.

CARDHOLDER INFORMATION				
Date:				
Department:				
Cardholder Name:				
Card Number (Last 4):				
CHANGE IN CREDIT LIMIT				
Type	Current Limit	Requested Limit	Duration	Finance Recommendation
Single Transaction Limit:				
Monthly Limit:				
Justification for Change:				
CHANGE IN MERCHANT CODE ACCESS				
Describe Requested Change: (Include type of merchant/ product/service, specific merchant code if available)				
Justification for Change:				
SIGNATURES				
Cardholder's Signature:				Date:
Department Head Signature:				Date:
P-Card Coordination Team Signature:				Date:
Finance Director Signature:				Date:
City Administrator Signature:				Date:

***Please complete the form except for signatures and email to [pcards@roswellgov.com](mailto:pcards@roswellgov.com). AP Coordinator will send through DocuSign for signatures.***