

# LOYALIST COLLEGE

## Mastercard Change Request Form

<b>Cardholder Name</b>		<b>Card # (last 4 digits)</b>	
<b>Requested By</b>		<b>Effective Date</b>	

**Description of Change (ie: name change, monthly or transaction limit, manager, default GL code, etc) with details:**

<b>Detail</b>	<b>Old</b>	<b>New</b>
<b>Name Change</b>		
<b>Monthly Trans. Limit</b>		
<b>Per Purch. Trans. Limit</b>		
<b>Manager</b>		
<b>Default GL Code (unit and/or acct)</b>		
<b>Other:</b>		

**Cardholder:**

Signature:

Title

Date

**Manager:**

Signature

Title

Date