

This revision request is used to make changes to an existing Cardholder's CSFPF Foundation Card account.

CARDHOLDER INFORMATION

Cardholder's Name: _____ Last Four Digits of Fnd Card # _____

Email Address: _____ Phone/Ext: _____

Department/Division: _____ Campus Mail Location: _____

REASON FOR REVISION _____

Please select a reason for the revision request:

Cardholder's Name Change: _____ Department Change: _____

The following reasons will require a signature from the Division Head or their designee:

Approving Official (AO) Change (please attach the new AO's Approving Official Agreement Form):

Current AO's Name: _____

New AO's Name: _____

Temporary Credit Limit Increase: \$ _____ Start Date: _____ End Date: _____

Justification for a temporary limit increase over \$500 (maximum increase may be set at \$1,000): _____

Change Default Account: From Account # _____ To Account # _____

If you wish to cancel your CSFPF Foundation Card, an Approving Official, College Dean, or Division Head or their designee may send an email to CSFPFCard@fullerton.edu requesting cancellation. The requestor and the Cardholder will receive an email once the card has been canceled. The card should be cut in half pieces and returned to the Foundation Account Services.

APPLICATION APPROVAL _____

I hereby approve this Foundation Card Revision Request for the Cardholder named above. If changed, I authorize the listed CSFPF Account as a default fund for all unallocated/reconciled expenditures made with the Foundation Card associated with the Cardholder. Also, any modification made to the Approving Official name in this document is acknowledged as the administrator who supervises the Cardholder and has delegated authority to certify purchases.

Department Head or Administrator	Print Name _____	Title _____
	Signature _____	Date _____
Division Head or Designee	Print Name _____	Title _____
	Signature _____	Date _____

CSFPF Use Only	
CSFPF Approval _____	Date _____
Card # _____	Exp. Date _____

Please submit the completed form to CSFPFCard@fullerton.edu.