

# DUQUESNE UNIVERSITY P-CARD MAINTENANCE FORM

**Duquesne University**  
**Purchasing Department**  
**600 Forbes Avenue**  
**Pittsburgh, PA 15282**  
**412-396-1722**  
**412-396-6421 (Fax)**

Organization ID: us63146

Cardholder's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Campus Extension: \_\_\_\_\_

Add Travel and Entertainment to my P-Card

Increase card limit by: \$ \_\_\_\_\_

**OR**

Change my card limit  
New monthly limit: \$ \_\_\_\_\_

Permanent increase

Temporary increase  
Date to revert back to previous limit  
\_\_\_\_\_

Change my single transaction limit  
**(Maximum \$2,000)**  
New single transaction limit: \$ \_\_\_\_\_

Add the following General Ledger numbers to my account for the purpose of reallocating card expenses:

FUND	ORG.	PROGRAM	FUND	ORG.	PROGRAM

\_\_\_\_\_  
Cardholder Signature Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Cardholder Name (Printed)

\_\_\_\_\_  
Supervisor Name (Printed)