

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY  
**PRO CARD REVISION FORM**

**SECTION 1 - Cardholder Information**

\_\_\_\_\_  
Cardholder Name \_\_\_\_\_  
OTTER ID

**SECTION 2: Check all that apply:**

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Change in Name                     | <input type="checkbox"/> 5. Change in Single Transaction Limit  |
| <input type="checkbox"/> 2. Change in Department/Extension     | <input type="checkbox"/> 6. Change in Cumulative Monthly Limit  |
| <input type="checkbox"/> 3. Change of Approving Official       | <input type="checkbox"/> 7. Change Secondary Approving Official |
| <input type="checkbox"/> 4. Change of Default Chartfield Value |   |

**SECTION 3: Complete only if revision needed (as checked above):**

1. \_\_\_\_\_  
Cardholder Name Change
2. \_\_\_\_\_  
Department Change Extension
3. \_\_\_\_\_  
Primary Approving Official Change Effective Date Secondary Approving Official
4. Default Chartfield Value Change:
- |       |         |         |         |       |         |
|-------|---------|---------|---------|-------|---------|
| _____ | _____   | _____   | _____   | _____ | _____   |
| Fund  | Dept ID | Account | Program | Class | Project |
5. Change in Single Transaction Limit: \$ \_\_\_\_\_
6. Change in Cumulative Monthly Limit: \$ \_\_\_\_\_

**SECTION 4: Signatures/Approvals**

\_\_\_\_\_  
Cardholders Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Primary Approving Official Signature (authorizing revisions) \_\_\_\_\_  
Date

**Previous Approving Official Name:**

\_\_\_\_\_

Print name if no longer an approving official to the Procurement Cardholder.