



## Cardholder Update (CU)

## Purpose:

Used to update information associated with a current Travel and/or Procurement Card (such as the cardholder's name, billing address, and/or limits), or to cancel (inactivate) a Travel and/or Procurement Card. **To change a Procurement cardholder's Approving Official, instead complete the Approving Official Application/Update (AO) form.**

**Lost or stolen Procurement and/or Travel Cards need only to contact US Bank at 1.800.344.5696; completion of this form isn't needed.**

## Type of Card

☐ Travel Card☐ Procurement Card☐ Both

## Current Cardholder Information

Cardholder Name:

Employee ID # or POI #:

Campus:



## Type of Action

(check one, then complete appropriate sections below)

☐ UPDATE☐ SUSPENSION☐ CANCELLATION

Other cardholders affected by this change (or attach list):

## Suspension Information

## Reason for Suspension:

- ☐ Employee on leave  
☐ Other - Explain:

## Cancellation Information

## Reason for Cancellation:

- ☐ Employee no longer needs card  
☐ Employee terminating CU employment  
☐ Card revoked

If cardholder has unsubmitted charges, who should be reassigned to his/her card?

Name:

Employee ID #:

**NOTE:** If misuse of the card is involved, contact the Commercial Card Program.

## Updated Cardholder Information

(complete **only** the fields to be changed)

Cardholder Name:  
(up to 24 characters on  
face of card)

Campus  
Address

Line 1:

Line 2:

City, State, Zip:

Campus Phone:

Cardholder Campus

Email Address:

Department:

(up to 24 characters  
on face of card)

HR Reporting Org #:

Credit Limit (per cycle):

## ONLY Updated Procurement Card Information

Single Purchase Limit  
(Maximum \$5,000):

Default SpeedType  
(only Funds 10, 20,  
26, 28, 29, or 36):

## Signatures and Approvals

Cardholder Signature (not required)

Date

To update Approving Official, also complete AO Application/Update form: <http://www.cu.edu/psc/policies/approving-official-applicationupdate-ao>

For cancellations: I have received the card to be cancelled and have destroyed it. I will ensure that all vendors using this card for automatic billing are informed and will provide new card information to them as appropriate.

Authorizing Name \*

Authorizing Email Address \*

Authorizing Signature (required)

Date

\* For Procurement Cards: Authorizing individual is the cardholder's Approving Official (AO).

**When all necessary signatures have been obtained:**

Fax signed, completed form to the PSC (303.764.3434)  
or email scanned form to [Procurement.Card@cu.edu](mailto:Procurement.Card@cu.edu)