



Snoqualmie Valley

School District #410

8001 Silva Avenue S.E., P.O. Box 400, Snoqualmie, WA 98065
Phone (425) 831-8000 ♦ Fax (425) 831-8040 ♦ www.svsd410.org

P-CARD ACCOUNT MAINTENANCE FORM

Employee Name: _____ Position Title: _____

Date: _____ P-Card Number: _____

Name Change Request: Name currently on P-Card: _____

Request name change to: _____

Location Change: Current location: _____

Relocating to: _____

Credit Limit Change: Current limit: \$ _____

Requested Limit: \$ _____

Explanation for request: _____

Card Lost or Stolen: Date noticed missing: _____

Cancel Credit Card: Explanation for cancellation: _____

Suspend Credit Card: Explanation for suspension: _____

Employee

Date

Direct Supervisor

Date

Purchasing Supervisor

Date

Assistant Supervisor for Business

Date