

John Carroll University Pcard Application Form

Section I - Instructions

- 1) To add a new P-Card account, complete all sections.
- 2) To change an existing account, complete Section II with the type(s) of requests and fill in ONLY fields requiring change(s) in the remaining sections below.

Section II – Type of Request

- New P-Card Account Cancel P-Card Temporarily Suspend Card
- Cardholder Dept. Change (Section IV) P-Card Information Change (Section IV)
- Other: