



CREDIT CARD MAINTENANCE FORM

Please complete this form and email it to Accounts Payable at: credit.cards@emory.edu

Check the appropriate box for the credit card maintenance item that you need. ☐

NAME:		Select the type of Credit Card: <input type="checkbox"/> Corporate Credit Card <input type="checkbox"/> Procurement Card		
TITLE:				
DATE:				
CLOSE THE CREDIT CARD		TRANSFER THE CREDIT CARD		
Cardholder's Name				
Close Reason		Will the card be replaced? Yes <input type="checkbox"/> No <input type="checkbox"/>	The Cardholder is Transferring departments	
<input type="checkbox"/>	Employment Terminated		Date of Transfer	
<input type="checkbox"/>	Lost/Stolen/Damaged Card		From Department (#)	
<input type="checkbox"/>	Name Changed		To Department (#)	
<input type="checkbox"/>	No longer need Card		Comments	
<i>Note: Once the card is closed, it cannot be reopened.</i>				
REACTIVATE THE CREDIT CARD				
Please reactivate a suspended credit card for:				
Cardholder's Name				
Reason		<input type="checkbox"/> Balance has been paid in full	Reactivation Date:	
<i>Note: Part 3 of this form is required to be completed to reactivate credit cards that have been suspended due to a B4 Collection status. The balance must be paid in full before the card is eligible for reactivation. Cards with a B1 status will automatically be reactivated when a payment is made.</i>				
REPLACE THE CREDIT CARD				
Please order a replacement credit card for:				
Cardholder's Name				
Mailing Address				
Street Address				
City, State, Zip Code				
Is this a Rush Order?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, expense to: Cardholder <input type="checkbox"/> Department <input type="checkbox"/>
<i>Note: For a rush order, there is a \$25 bank charge that is the cardholder's responsibility. Departments may elect to incur this expense, based on business need.</i>				
CHANGE THE CREDIT CARD LIMITS				
Please change my credit limit. Approval from the department and CBO is required for credit limits greater than \$10,000.				
Is this a Temporary or Permanent Change?		Credit Limit	Date Range: From	To
<input type="checkbox"/>	Temporary Change	New Limit: \$		
<input type="checkbox"/>	Permanent Change	New Limit: \$		
Reason for Credit Limit Change				
Authorized By: (Name)				
Title				
Date				
<i>Note: Attach email authorization or other supporting backup to this Maintenance Form.</i>				