



**MIAMI DADE COLLEGE
REQUEST TO CHANGE CARDHOLDER APPROVER
PURCHASING CARD SYSTEM
BUSINESS AFFAIRS**

This request is being made because the Cardholder's Approver has changed. This form must be completed and approved by the individual's new approver and either the Campus President, District Vice Provost, or Provost, whichever applies.

Please complete the following information:

Cardholder	
Name: _____	Title: _____
Department: _____	Campus: _____
Phone: _____	
	
_____	_____
Cardholder Signature	Date

Authorized	
Approver: _____	Title: _____
Phone: _____	
AGREEMENT: By signing this form I am agreeing to serve as the authorized approver as listed above under the College's Purchasing Card Program. I agree to further perform this duty under the terms and conditions as described in the Purchasing Card User Manual. These duties include, but are not limited to reviewing the cardholder's card activity and approving all justified charges for payments. In cases where the charges are not justified, I will work with the cardholder, the card administrator and/or other appropriate personnel of the College to resolve any unjustified charges, including recommending the termination of privileges as appropriate.	
	
_____	_____
Approver Signature	Date

_____	_____
Campus President/Vice Provost/Provost Signature	Date

Name Printed	

* If Data Entry personnel have also changed, please complete a Data Entry Personnel Access Form. ([Click here.](#))