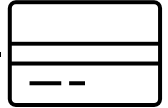


University of Arkansas Procurement Card Update Request for Employees



BANK OF AMERICA MASTERCARD

Based on my anticipated usage and budgetary restrictions, I would like my card to be assigned the following tier:

- Tier 1: single transaction limit of \$500, monthly limit of \$1,500
- Tier 2: single transaction limit of \$500, monthly limit of \$5,000
- Tier 3: single transaction limit of \$1,000, monthly limit of \$5,000
- Tier 4: single transaction limit of \$2,000, monthly limit of \$10,000
- Custom tier (see below): single transaction limit of \$_____, monthly limit of \$_____

My reason for requesting this change is:

 Workday Employee ID (seven

 digits) Employee Name Printed

 Employee Email Address

 Employee Signature

 Date Signed

I have reviewed this form, and I agree that this employee's PCard should be set to the tier specified.

Budget Officer Signature

Dean/Director Signature

Budget Officer Printed Name

Dean/Director Printed Name