Dual Purpose Purchasing Card

This form is to be used to combine two current Purchasing cards (General Purchasing and a Hospitality card) into one card. This will enable one card to accept both general purchases and hospitality charges.

Hospitality Card to be canceled

Name on card: _____

Last 4 of card number: _____

Name of General Purchasing Card: (Card that will be converted into a dual purpose card)

Name on card: _____

Last 4 of card number: _____

Cycle Limit: _____ Single Limit: _____

APPROVALS:
Recommending Business Manager:

_____ _____ _____
Signature **Print Name** **Date**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PCO/Comptroller:

_____ _____
Signature **Date**

RESET