1. Complete cardholder info

2. Indicate if the adjustment is permanent or temporary

3. If temporary, input open / close dates

4. Complete sections that apply
   • Closed vendor request requires additional signatures
   • Use “other” for card termination

5. REQUIRED: Be as specific as possible

6. Either account manager or supervisor required
   *Subordinate approval NOT AUTHORIZED

7. Required for closed vendor requests and when specified by the Purchasing Department