



Los Angeles Unified School District
All Youth Achieving

DISTRICT CREDIT CARD UPDATE FORM

P-CARD UNIT

8525 REX RD. PICO RIVERA, CA 90660
MAIN LINE: 562.654.9401 FAX: 562.654.9048
<http://pcard.lausd.net>

IMPORTANT – FOR UPDATING EXISTING ACCOUNTS ONLY

AGREEMENT FORM **MUST** BE SUBMITTED WITH THE REQUEST OF CHANGE OF APPROVER

CHECK ALL BOXES THAT APPLY:

REV 8/2015

<input type="checkbox"/> CHANGE OF APPROVER	Previous: _____	<input type="checkbox"/> CANCEL CARD(S)
<input type="checkbox"/> P-Card	<input type="checkbox"/> Toshiba	<input type="checkbox"/> Travel
<input type="checkbox"/> Other Card _____		
<input type="checkbox"/> INCREASE P-CARD LIMIT	<input type="checkbox"/> DECREASE P-CARD LIMIT	
<input type="checkbox"/> OTHER REQUEST(Please specify): _____		

CARDHOLDER	NAME		POSITION	EMPLOYEE NUMBER
	E-MAIL ADDRESS			COST CENTER
	LOCATION CODE	SCHOOL/OFFICE NAME		LD
	ADDRESS		CITY	ZIP CODE
	TELEPHONE		FAX	
	SIGNATURE			DATE

APPROVING OFFICIAL	NAME		POSITION	EMPLOYEE NUMBER
	E-MAIL ADDRESS			
	LOCATION CODE	SCHOOL/OFFICE NAME		LD
	ADDRESS		CITY	ZIP CODE
	TELEPHONE		FAX	
	SIGNATURE			DATE

SITE ADMINISTRATOR (If different from Approving Official)

NAME		POSITION	EMPLOYEE NUMBER
E-MAIL ADDRESS			
SIGNATURE			DATE

RETURN THIS FORM TO THE P-CARD UNIT VIA FAX OR EMAIL. VISIT OUR WEBSITE FOR YOUR ASSIGNED P-CARD REPRESENTATIVE.

P-CARD UNIT ONLY
HIER 2 _____
HIER 3 _____
HIER 4 _____
HIER 5 _____
HIER 6 _____