

PCard Approver Change Form

This form is to be completed if a change needs to be made to the approver associated with a PCard Cardholder. The approver must not be a subordinate in the direct reporting line of the cardholder. Furthermore, the cardholder cannot be an approver of his/her own card.

Prior to submitting form, the approver must review the approver's responsibility and complete the training requirement.

https://louisvilleky.gov/sites/default/files/approver_responsibilities_1.pdf

Assign new Approver:

Name _____ Employee ID _____

Remove Approver:

Name _____ Employee ID _____

Cardholder name:	Card # (last 4)	Cardholder name:	Card # (last 4)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

New Expense Approver's Signature: _____ Date: _____

Department Director Name (printed): _____

Department Director Signature: _____ Date: _____

Send inquiries and completed forms to: PCard@louisvilleky.gov