



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"/> 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 _____