

Georgia Tech PCard Administrators require this form to be used for Cardholder's transferring departments within the Institute and their Pcard is still needed in their new role.

Cardholder First Name	<input type="text"/>	Last Name	<input type="text"/>
Cardholder Title	<input type="text"/>	Employee ID	<input type="text"/>

FORMER DEPARTMENT INFO:

Department	<input type="text"/>	Dept #	<input type="text"/>	Mail Code	<input type="text"/>
GT Street Address, City, State, Zip	<input type="text"/>				
Georgia Tech Phone Number	<input type="text"/>	Email	<input type="text"/>		

NEW DEPARTMENT INFO:

Department	<input type="text"/>	Dept #	<input type="text"/>	Mail Code	<input type="text"/>
GT Street Address, City, State, Zip	<input type="text"/>				
Georgia Tech Phone Number	<input type="text"/>	Email	<input type="text"/>		

Authorization Controls:

Keep current profile: YES NO *If no, please provide reason for profile change

Print Approver's Name (Dept Head, VP, or Dean)	<input type="text"/>	Title	<input type="text"/>
Approver's Signature	<input type="text"/>	Date	<input type="text"/>
Georgia Tech PCard Administrator Approval	<input type="text"/>	Date	<input type="text"/>