

Cardholder Maintenance Form

Applicant Name: _____

Cost Centre: _____ IO/WBS: _____

Card Number: XXXX XXXX XXXX (ONLY last 4 digits of Card)

<input type="checkbox"/> Tick the section for review	Details of Request
<input type="checkbox"/> Increase Credit Limit <input type="checkbox"/> Decrease Credit Limit <input type="checkbox"/> Reactivate Card <i>(Refer to note below for authorisation)</i>	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary From: _____ To: _____ <small>dd/mm/yyyy dd/mm/yyyy</small> New Credit Limit: \$ _____ Reason: _____
<input type="checkbox"/> Change of cardholder details	Name: _____ Email: _____
<input type="checkbox"/> Replacement of card	Reason: _____
<input type="checkbox"/> Cancellation of card <i>(Please destroy card if no longer in use)</i>	Reason: _____

Attach any further relevant documentation and forward to Senior Finance Officer (Banking and Credit Cards) via email to banking@rmit.edu.au

 Endorsed by:
 Head of School / Director

 Date

 Authorisation Signature
 (refer Note below)

 Date

Note: Reactivation of card or increase of Credit Limit must be authorised at the PVC level or above. Where the Credit Limit is greater than \$10,000, authorisation by the Chief Financial Officer or Deputy Director, Financial Operations of Financial Services is required – refer to Policies and Procedures, Delegations Policy, Schedule 3: Legal Agreement Delegations, Reference 2.15 <http://www1.rmit.edu.au/browse;ID=8w5tfuzlbqy3z>