



**4.2 P-Card Program Maintenance**

Any changes to the State Entity Purchase Card (P-Card) Administrator or Back-Up P-Card Administrator shall be submitted to the State Purchase Card Administration in writing, on State Entity letterhead and signed by the State Entity's Chief Administrative Officer. The agency letter requesting the change, along with this form, may be mailed, faxed, or scanned and emailed to the State Purchase Card Administration. It is required to list the outgoing and incoming person's information, such as: name, email address, phone number etc. The State Purchase Card Administration will forward the changes to the Issuing Bank.

<http://www.ok.gov/DCS/documents/PurchaseCardProcedures.pdf>

**P/Card Role Change (check all that apply)**

- Agency P/Card Administrator  Designated Back Up
- Agency P/Card Approving Official
- Agency Travel Coordinator

**Incoming Information/Effective Date** \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Agency # \_\_\_\_\_  
 Phone Number ( ) - \_\_\_\_\_ Fax Number ( ) - \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

**Outgoing Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Agency # \_\_\_\_\_  
 Phone Number ( ) - \_\_\_\_\_ Fax Number ( ) - \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

\_\_\_\_\_  
 State Entity Chief Administrative Officer Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name

*Please submit this form and letter to the attention of Purchase Card Administration by mail, fax or email (below):*

Central Purchasing Division  
 Vickie Rivas, Purchase Card Administration  
 2401 N. Lincoln Blvd., Suite 116  
 Oklahoma City, OK 73105

Phone: (405) 522-4970  
 FAX: (405) 522-1077  
 Email: Vickie.Rivas@omes.ok.gov