



**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 6/2019

<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"/> Travel
<input type="checkbox"/> INCREASE P-CARD LIMIT	<input type="checkbox"/> DECREASE P-CARD LIMIT	
SUSPEND EXISTING CARDS DUE TO CHANGE OF ADMINISTRATOR (as of this date) ___/___/___		

<b>CARDHOLDER</b>	NAME		POSITION	EMPLOYEE NUMBER
	E-MAIL ADDRESS			COST CENTER
	LOCATION CODE	SCHOOL/OFFICE NAME		LD
	ADDRESS		CITY	ZIP CODE
	TELEPHONE	FAX		
	SIGNATURE			DATE

<b>APPROVING OFFICIAL</b>	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

P-CARD UNIT ONLY

HIER 2 \_\_\_\_\_  
HIER 3 \_\_\_\_\_  
HIER 4 \_\_\_\_\_  
HIER 5 \_\_\_\_\_  
HIER 6 \_\_\_\_\_

RETURN THIS FORM TO THE P-CARD UNIT VIA FAX OR EMAIL. VISIT OUR WEBSITE FOR YOUR ASSIGNED P-CARD REPRESENTATIVE.