

## VISA One Card Maintenance Request Form

Form to be used for VISA One Card (card) credit limit change and card update requests.

- Complete and email the Maintenance Request Form to [purchasing@trentu.ca](mailto:purchasing@trentu.ca)
- The Budget Account Holder who approves transactions cannot be the same individual as the Cardholder.
- Processing requests is 3 to 5 business days and requestor will be notified when updated.
- Maintenance requests may be delayed or declined if the Cardholder has unallocated transactions.
- Cards are subject to review on a regular basis for card usage and appropriateness of limits.

### CARDHOLDER INFORMATION

<b>Cardholder Name</b>	
<b>Cardholder Department</b>	
<b>Work Email</b>	
<b>Work Phone Extension</b>	
<b>VISA One Card Number (last 4 digits)</b>	

### TYPE OF MAINTENANCE REQUEST

Temporary Credit Limit Change	Value of Request	Permanent Credit Limit Change	Value of Request
New single transaction limit	\$	New single transaction limit	\$
New monthly balance limit	\$	New monthly balance limit	\$
Effective date			
Reset date to default limits			

### APPROVAL

**Budget Account Holder Approval for *Credit Limit Change Requests* only:**

Budget Account Holder Signature	Printed name	Date
Procurement Authorizing Signature	Printed name	Date