



# Non-Employee Travel (NET) Card Change Request

## SECTION 1: Employee Information

First Name		MI	Last Name		Title	Last 4 digits of NET Card	
Agency GLBU	Employee ID No.		Email Address			Work Phone Number	
Employee's Signature					Date		

## SECTION 2 : NET Card Change Information

### Justification for Change

### Change Request (check all that apply)

<b>SFS Approver</b>	<b>Add:</b>	User ID →	N# →
	<b>Delete:</b>	User ID →	N# →
<b>SFS Reconciler</b>	<b>Add:</b>	User ID →	N# →
	<b>Delete:</b>	User ID →	N# →

### Cardholder Default Accounting Distribution Change (Chartfield):

Business Unit	Department Code*	Program*	Fund*	Account*	Operating Unit*	Chartfield 1	Chartfield 2
Chartfield 3	PC Business Unit	Project ID	Activity ID	Budget Reference	Class	Product	Resource Category
Resource Sub Cat	Resource Type	Affiliate	Affiliate Infra 1				

### Budget Signature (if applicable)

### JPMC (if applicable)

Hierarchy 1 Card Type	Hierarchy 2 Hosted Status	Hierarchy 3 Accts Payable Business Unit	Hierarchy 4 Billing Acct Name
NETCard	BSC		
Hierarchy 5	Hierarchy 6	Hierarchy 7	Hierarchy 8

### Cancel Card

Transaction Limit Change	New Limit →	\$
Monthly Limit Change	New Limit →	\$
Cardholder Name Change	Previous Name →	New Name →

## SECTION 3: Approvals

Employee's Supervisor's Name	Supervisor's Signature	Date
Agency Liaison to the BSC's Name	Agency Liaison to the BSC's Signature	Date