

ProCard Change Request Form- Adobe Sign Webform Instruction

Before opening the [ProCard Change Request Web Form](#) collect the required information needed to process the change. The change requested for a ProCard holder can be permanent or temporary depending on the circumstances. The types of changes that can be made to an active ProCard are listed below.

Single Purchase Limit (temporary change only with specified date range)	Account Codes	Reconciler Change
Change Monthly Billing Cycle Limit	Name Change	Other
Home Address	Approver Change	

When the webform is first opened, select “Continue” at the bottom of the screen to activate the form. From “Start” select if the change request will be “Permanent” or “Temporary”. If the change is temporary complete the date range that the change will be in effect for. For both permanent or temporary changes fill in the name of the card holder and the last 4 digits of the card. Select the ProCard items that need to be changed. Information is required in all yellow spaces with a * (red star).

**PROCUREMENT CARD
CHANGE REQUEST FORM**

REQUEST CHANGE TO EXISTING ACCOUNT

Permanent Change Temporary Change

Temporary Change Date Range From: To:

Name of Card Holder: * **Last 4 digits of card #: ***

Change Single Purchase Limit Account Codes Change

Change Monthly Billing Cycle Limit Name Change – New Name: *Check all that apply*

Home Address Change Change Approver

Other: Change Reconciler

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

Continue

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The example below shows a permanent change request for the monthly billing cycle amount and the approver. The yellow spaces with a * (red star) are required for the requested change(s).

Next

<input type="checkbox"/> Change Single Purchase Limit	<input type="checkbox"/> Account Codes Change
<input checked="" type="checkbox"/> Change Monthly Billing Cycle Limit	<input type="checkbox"/> Name Change – New Name:
<input type="checkbox"/> Home Address Change	<input checked="" type="checkbox"/> Change Approver
<input type="checkbox"/> Other:	<input type="checkbox"/> Change Reconciler

Procurement card request form completed by: *

Name of Approver for electronic statement in Munis: *

Name of Reconciler:

EMPLOYEE INFORMATION	
Employee Name:	*
Home Street Address:	
City, State, Zip	

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English: US

REQUEST CHANGE TO EXISTING ACCOUNT		
<input checked="" type="radio"/> Permanent Change <input type="radio"/> Temporary Change		
Temporary Change Date Range	From:	To:
Name of Card Holder: John Doe	Last 4 digits of card #: 1236	
<input type="checkbox"/> Change Single Purchase Limit	<input type="checkbox"/> Account Codes Change	
<input checked="" type="checkbox"/> Change Monthly Billing Cycle Limit	<input type="checkbox"/> Name Change – New Name:	
<input type="checkbox"/> Home Address Change	<input checked="" type="checkbox"/> Change Approver	
<input type="checkbox"/> Other:	<input type="checkbox"/> Change Reconciler	
Procurement card request form completed by: Jane Smith		
Name of Approver for electronic statement in Munis: Mary Adams		
Name of Reconciler:		

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A reason for the ProCard change request is required to be entered on this form. Once all the required fields are completed a "Click to Approve" tab will appear at the bottom of the page.

ROUND ROCK TEXAS
FINANCE

PROCUREMENT CARD CHANGE REQUEST FORM

REQUEST CHANGE TO EXISTING ACCOUNT

Permanent Change Temporary Change

Temporary Change Date Range From: To:

Name of Card Holder: John Doe Last 4 digits of card #: 1236

Change Single Purchase Limit Account Codes Change
 Change Monthly Billing Cycle Limit Name Change – New Name:
 Home Address Change Change Approver
 Other: Change Reconciler

Procurement card request form completed by: Jane Smith

Name of Approver for electronic statement in Munis: Mary Adams

Name of Reconciler:

EMPLOYEE INFORMATION

Employee Name: John Doe
Home Street Address:
City, State, Zip

ACCOUNT INFORMATION

Organization Code: Object Code: Department Name: Finance

Change Single Purchase Limit: Change Monthly Billing Cycle Limit:

\$4,000.00 \$5,000.00
 \$5,000.00 \$10,000.00
 Other \$ Other \$

REASON FOR CHANGE:

Change the approver from Fred Potts to Mary Adams. Monthly billing cycle needs to be increased to \$10K from \$5K to meet the department's needs.

By approving, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Click to Approve

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Once the “Click to Approve” tab has been selected a pop-up form will appear prompting the requestor to add the name and email address of the supervisor or manager who will approve the request for the ProcCard change, enter the supervisor or manager name and email address then select “Next”

Assign to next participants ×

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

*** Participant 2** ↑

In the space below **enter the name and email address of the supervisor who will sign this ProCard Change Request Form** Once signed by the supervisor the form will be electronically routed to Purchasing for processing. [Read Less](#)

First name	Last name
<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>
Email address	Confirm email address
<input type="text" value="Enter email address"/>	<input type="text" value="Enter email address"/>

+ Add Message

Add optional message to supervisor

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A new message will appear prompting the requestor to add their name and city email address ,next select “approve”

Enter Your Information ×

Please enter your name and email and then click to approve this document.

The requestor will receive a verification email from Adobe Sign.



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Adobe
Acrobat Sign

Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your approval on "Procurement Card Change Request Form TEST 07.01.24" until you've confirmed.

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The requestor will check their City email account for a “confirmation email” from Adobe Sign. Open the email and select “confirm my email address”. Once this is done the ProCard Change Request form will be emailed to the supervisor or manager for electronic signature.

Please confirm your approval of Procurement Card Change Request Form TEST 07.01.24



Adobe Sign <adobesign@adobesign.com>

To [Redacted]

This sender adobesign@adobesign.com is from outside your organization.

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.
Comanv Logo

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

Thank you for approving Procurement Card Change Request Form TEST 07.01.24. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your approval and other form participants have fulfilled their roles, all parties will receive a completed copy of Procurement Card Change Request Form TEST 07.01.24 as a PDF.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.



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Acrobat Sign

Your approval of Procurement Card Change Request Form TEST 07.01.24 has been verified. It has now been emailed to the additional signer(s) for their signature.

Once the ProCard Change Request form is electronically approved by the supervisor or manager and Purchasing all parties will receive a copy of the signed form and audit page. Purchasing will process the requested change and file the form.