



COMMERCIAL CARD COORDINATOR/ALTERNATE CHANGE APPLICATION

Instructions:

- Ministries/Agencies must complete this form to designate either a Card Coordinator and/or an alternate for the Commercial Card Program.
When the form is completed, please forward to the Government Card Coordinator, Purchasing Services, 203E - 2nd Floor, 455 Columbia Street, Kamloops BC V2C 6K4.
This form may be faxed to 250 371-3890 but the original must still be mailed to Purchasing Services.
Please type or print clearly.

Please indicate (✓) which program this application applies to:

PURCHASE CARD TRAVEL CARD BUSINESS TRANSACTION ACCOUNT

MINISTRY NAME EFFECTIVE DATE YYYY / MM / DD

CARD COORDINATOR

CARD COORDINATOR NAME E-MAIL ADDRESS ACCOUNT NO. OFFICE ADDRESS CITY PROVINCE POSTAL CODE WORK PHONE NO. FAX NO. SAMPLE SIGNATURE OF CARD COORDINATOR

ALTERNATE CARD COORDINATOR

1 ALTERNATE CARD COORDINATOR NAME E-MAIL ADDRESS OFFICE ADDRESS CITY PROVINCE POSTAL CODE WORK PHONE NO. FAX NO. SAMPLE SIGNATURE OF ALTERNATE CARD COORDINATOR

2 ALTERNATE CARD COORDINATOR NAME E-MAIL ADDRESS OFFICE ADDRESS CITY PROVINCE POSTAL CODE WORK PHONE NO. FAX NO. SAMPLE SIGNATURE OF ALTERNATE CARD COORDINATOR

APPROVAL SIGNATURE - Ministry Senior Financial Officer or designate DATE SIGNED YYYY / MM / DD

PURCHASING SERVICES USE ONLY GOVERNMENT CARD COORDINATOR SIGNATURE - Authorized Purchasing Services Representative DATE SIGNED YYYY / MM / DD