**PROCUREMENT & LOGISTIC OPERATIONS**
BROWARD COUNTY PUBLIC SCHOOLS

# PURCHASING CARD (PCARD)
# NOTIFICATION OF PERSONNEL CHANGE

| Date Requested: | |
|---|---|

| PERSONNEL CHANGE INFORMATION | | | |
|---|---|---|---|
| School/Department: | | | |
| Telephone Number: | | Location #: | |
| Cardholder Name: | | Title: | |
| Card Number: | | | |
| Principal/Department Head Name: | | | |
| Principal/Department Head Signature: | | | |

**Reason for Change:**

- ☐ Legal Name Change
- ☐ Transferred to different location
- ☐ No longer requires a card
- ☐ Retirement
- ☐ Termination
- ☐ Misuse
- ☐ Fraud
- ☐ Card Lost/Not Received
- ☐ Other

**Additional Comments:**
(If "Other" selected as reason, please provide further details below):

**RETURN CARD(S) TO PCARD COORDINATOR IN A SEALED ENVELOPE. ALL CARDS ARE TO BE CUT IN HALF.**

## Form Instructions:

1.) This form must be signed by the Principal/Department Head to be accepted
2.) Completed forms should be emailed to the to the following address:
@PcardNotification@browardschools.com

3.) The **original copy of this form and the purchasing card** should then be returned in a sealed envelope to the following address:

**Purchasing Card (PCard) Program Coordinator**
**Procurement & Logistic Operations**
**7720 West Oakland Park Blvd, Suite 323**
**Sunrise, FL 33351**