BRITISH COLUMBIA

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.
- Completed forms can be sent to the Government Card Coordinator, Procurement Services Branch, PO Box 9476 Stn Prov Govt, Victoria BC V8W 9W6.
- This form may be faxed to 250 387-7309 but the original must still be mailed to Procurement Services Branch.

CARD INFORMATION

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	EMAIL ADDRESS	ACCOUNT NUMBER

OFFICE ADDRESS (*include street, city, province and postal code*)

WORK TELEPHONE NUMBER	FAX NUMBER	SAMPLE SIGNATURE OF CARD COORDINATOR
( )	( )	X

ALTERNATE CARD COORDINATOR(S)

1 ALTERNATE CARD COORDINATOR NAME	EMAIL ADDRESS	ACCOUNT NUMBER

OFFICE ADDRESS (*include street, city, province and postal code*)

WORK TELEPHONE NUMBER	FAX NUMBER	SAMPLE SIGNATURE OF ALTERNATE CARD COORDINATOR
( )	( )	X

2 ALTERNATE CARD COORDINATOR NAME	EMAIL ADDRESS	ACCOUNT NUMBER

OFFICE ADDRESS (*include street, city, province and postal code*)

WORK TELEPHONE NUMBER	FAX NUMBER	SAMPLE SIGNATURE OF ALTERNATE CARD COORDINATOR
( )	( )	X

APPROVAL SIGNATURE (*Ministry Senior Financial Officer or designate*)	DATE SIGNED YYYY / MM / DD
X	

PROCUREMENT SERVICES USE ONLY

GOVERNMENT CARD COORDINATOR SIGNATURE (*authorized Procurement Services Branch representative*)	DATE SIGNED YYYY / MM / DD
X	

DISTRIBUTION: **Original** – Procurement Services Branch
Copy – To be kept in ministry files

Print Form Clear Form