



The University of Alabama in Huntsville Approving Official Update Form

Department Name: _____ Date: _____

Submitted By: _____ Phone Number: _____

Former Approving Official

Name: _____

Signature: _____ Date: _____

New Approving Official

Name: _____

Email: _____ Phone: _____

By signing I certify that I will abide by all Procurement Card policies and failure to adhere may result in suspension or revocation of the departmental privileges.

Signature: _____ Date: _____

Cardholders Under New Approving Official

Cardholder Name

Procurement Services Official: _____ Date: _____

Return completed form to: Procurement Services, BSB 109