



## **Appendix 4 Amendments to existing arrangement**

### **Application to Amend Department/Authorising Manager**

**Complete as required and forward to [purchasecards@reading.ac.uk](mailto:purchasecards@reading.ac.uk)**

#### **1. Original details - to be completed in all cases**

Authorising Manager Name

Authorising Manager Email

#### **2. Cardholder Change of Department & Authorising Manager**

New Authorising Manager Name.

I confirm that the above-named member of staff continues to require their University of Reading Purchasing Card in their new Department

**New Head of School/Function:**

**Signature**