

CardQuest
Expense Approver Update Form

This form is to update the CardQuest user's Expense Approver. Please mail completed form to P-Card 103-6 or email to PCardServices@caltech.edu

CardQuest User	
Name (Please Print)	Div/Dept.

New CardQuest Expense Approver	
I hereby authorize the above referenced individual to fulfill the role described. I understand that I am responsible for the proper use of the credit card (if applicable), to ensure charges are posted to the appropriate accounts, and to verify proper documentation for all transactions.	
Signature	Date
Name (Please print)	Title

Internal Use Only:

Updated In Apex

Updated in CardQuest

Email to Div.

Updated by: _____ Date: _____