

## Smartsheet ProCard Forms Announcement

The ProCard Office will be converting some of the forms on our website to a [Smartsheet form](#). This will allow the ProCard Office to easily collect consistent, error-free data and automate some of our current processes.

Forms that will be converted to a Smartsheet form:

- Billing Address Change
- Certificate of Destruction
- Default SpeedType/Account Code Change Form
- PNC Dispute Form
- Employee Usage Agreement
- Grant Renewal Form
- Lost or Stolen Card Notification Form
- Spending Limit Change Form

For those responsible for approving Spending Limit Change Forms and Default SpeedType/Account Code Change Forms, there will be a new approval routing process where a link will be shared via email for the approver to click on and approve/deny the request.

The new forms will be available starting **Friday, July 1<sup>st</sup>**. We will also have online training available the week of June 27<sup>th</sup>. Anyone who fills out a ProCard form or approves the Spending Limit Change Forms and Default SpeedType/Account Code Change Forms should attend the training. You can sign up for training [HERE](#).

Thank you,

ProCard Office