

# ACC NJ GPC REQUEST FORM

**\*\*Only one action per/request\*\***

(1) **ACTION:** \_\_\_ New Account, \_\_\_ Card Holder, \_\_\_ New BO, \_\_\_ Replacement BO  
\_\_\_ Change Limits/Change of Address, \_\_\_ Terminate Card Holder  
\_\_\_ OTHER: \_\_\_\_\_

(2) **PCOLS OFFICE NAME:** \_\_\_\_\_

(3) **New BO Name:** \_\_\_\_\_, **Existing BO:** \_\_\_\_\_

(4) **EDIP/ #:** \_\_\_\_\_ *(Work address only)*

(5) **Street Address:** \_\_\_\_\_

(6) **City:** \_\_\_\_\_, **State:** \_\_\_\_\_, **Zip:** \_\_\_\_\_

(7) **Office Number:** \_\_\_\_\_

(8) **Email:** \_\_\_\_\_ @mail.mil, **Token Sent:** \_\_\_\_\_

(9) **\*Signature of Requestor:** \_\_\_\_\_

(10) **BO's Supervisor's Name:** \_\_\_\_\_

(11) **EDIP/ #:** \_\_\_\_\_

(12) **Email:** \_\_\_\_\_ @mail.mil, **Token Sent:** \_\_\_\_\_

(13) **Alternate BO Name:** \_\_\_\_\_

(14) **EDIP/ #:** \_\_\_\_\_ *(Work address only)*

(15) **Street Address:** \_\_\_\_\_

(16) **City:** \_\_\_\_\_, **State:** \_\_\_\_\_, **Zip:** \_\_\_\_\_

(17) **Office Number:** \_\_\_\_\_

(18) **Email:** \_\_\_\_\_ @mail.mil, **Token Sent:** \_\_\_\_\_

(19) **Card Holder's Name:** \_\_\_\_\_

(20) **Street Address:** \_\_\_\_\_

(21) **City:** \_\_\_\_\_, **State:** \_\_\_\_\_, **Zip:** \_\_\_\_\_

(22) **Office Number:** \_\_\_\_\_ *(Work address only)*

(23) **Email:** \_\_\_\_\_ @mail.mil.

(24) **CH's Supervisor's Name:** \_\_\_\_\_

(25) **EDIP/ #:** \_\_\_\_\_

(26) **Email:** \_\_\_\_\_ @mail.mil, **Token Sent:** \_\_\_\_\_

(27) **RM:** \_\_\_\_\_, **\*RM SIGNATURE:** \_\_\_\_\_

(28) **Email:** \_\_\_\_\_ @mail.mil.

(29) **Single Purchase Limit:** \$ \_\_\_\_\_

(30) **Cycle Limit:** \_\_\_\_\_

(31) **Credit Limit:** \_\_\_\_\_

**\*Must Sign for Every Action – Can be Electronic Signature\***