



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)
LOS ANGELES AIR FORCE BASE, CALIFORNIA

Date

MEMORANDUM FOR 61 CONS/LGCP

FROM: [Your Organization]

SUBJECT: Request Revisions to Government Purchase Card (GPC) Program Account(s)

1. Request action to revise the listed GPC account(s) as described below.
2. Change the [Billing Official or Alternate Billing Official] on the GPC Account ending in [last four digits of the GPC Billing Official Account]:

From: Name, rank, duty title, telephone number, e-mail address

To: Name, rank, duty title, telephone number, e-mail address

* Include set-up, training forms and AF Form 4009 for this action.

3. Cancel the Cardholder account assigned to the following person(s) due to [PCS, retirement, etc.]. All transactions, charges and/or credits have cleared the Bank and the card(s) has/have been destroyed.

Name, rank, duty title, telephone number, e-mail address and last four digits of the cardholders GPC account

4. Change the Master Account Code from: "73XXXX" to "73XXXX."
5. Should you require any additional information, contact _____ at _____.

Commander/Director/Billing Official

Attachments: (Include only if applicable)

1. Training Certificates (GPC and DoD WBT)
2. AF Form 4009
3. Completed Set-up Forms