



Purchasing & Travel Services

Purchasing Card Limit Increase Request Form

This request form is to be used for:

- Temporary limit increase over \$2000/transaction. *(Increase requests under \$2000/transaction only require email approval from the Procurement & Retail Services Director)*
- Temporary monthly limit increase
- Permanent limit increase under \$20,000/month and \$5000/transaction

Full Name on Card w/ last 4-digit of Pcard number: _____

Type of Request (Please check & note change):

1. Exact Transaction Amount \$ _____ (the amount listed must be exactly the amount that the vendor will charge. No date limits.)
2. Transaction Dollar Limit Change \$ _____ Temporary Limit effective from _____ to _____
3. Monthly Credit Limit Change \$ _____ Temporary Limit effective from _____ to _____
4. Other (Please Specify) _____

Reasons for Changes: _____

Requester's Name: _____

Date: _____

Director/Chairperson's Approval: _____

Date: _____

Controller's Approval: _____

Date: _____

Procurement & Retail Serv. Director's Approval: _____

Date: _____