



PROCUREMENT CARD PROGRAM P-CARD LIMIT REQUEST FORM

This form is used as a documentation for requesting limit adjustment to a cardholders' original limit for the following billing period or specified period listed below. The monthly credit limit and/or single-purchase limit will be determined by the Cardholder's Approving Official and reviewed by Procurement Card Administrator.

The form is to be completed, signed by the Cardholder/Approving Official, and sent to pcard@cpp.edu.

TEMPORARY INCREASE ☐ TEMPORARY DECREASE ☐ PERMANENT INCREASE ☐ PERMANENT DECREASE ☐

CURRENT MONTHLY CREDIT LIMIT: TO NEW LIMIT:

BILLING PERIOD (use only if requesting as a temporary increase):

CURRENT SINGLE-PURCHASE LIMIT: TO NEW LIMIT:

BILLING PERIOD (use only if requesting as a temporary increase):

JUSTIFICATION FOR THE REQUEST:

Justification should outline the functional reasons for the adjustment and any pertinent details that support the request.

A Signature Authorization Form must be on file in order to process this request.

CARDHOLDER NAME (PRINT):

SIGNATURE: DATE:

APPROVING OFFICIAL NAME (PRINT):

SIGNATURE: DATE:

PROCUREMENT SERVICES STAFF USE ONLY

APPROVED: ☐ The requested change will be processed.

NOT APPROVED: ☐ The requested change cannot be processed for the following reason(s):

PROCESSED BY: DATE: