



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 Appropriate Approver and reviewed by Procurement Card Administrator for additional approval.

The form is to be complete, signed by the Cardholder, and the Approving Official, and send 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:

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: _____

Standard processing typically requires 5 to 7 business days. Please note that inter-campus mailed-in documents may take longer to process due to the additional time required for mailing."

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: _____