



PCard Credit Limit Change & Transaction Type Change Request Form

Changes to PCard

To request a change in either your Credit Limits or Transaction Type, please complete the appropriate sections listed below. This form must be signed by the cardholder and approved by the cardholder's Dean/Director/Chair. If the monthly limit request is \$25,000 or more, it must be approved by the cardholder's Vice President or Provost.

Monthly Credit Limit Request

Current Limit: \$ _____

Requested Limit: \$ _____

Single Purchase Limit Request

Current Limit: \$ _____

Requested Limit: \$ _____

Transaction Type Request

To request a change in your Transaction Type group, please complete the section below.

Current Profile: Travel Commodities Travel & Commodities

Requested Profile: Travel Commodities Travel & Commodities

Customized Transaction Type Profile Request

If a customized Transaction Type profile is requested, please describe your needs below (i.e., Thrift Shops for the Theatre Department). For assistance to customize your profile, contact PCard Administration.

Justification for Request

To override limits **or** request a change in your transaction type group, please provide justification:

Override Request Signatures (Please complete all that apply.)

Cardholder Name
(required)

Signature

Date

Cardholder's Immediate Supervisor's Name
(optional-for department use only)

Signature

Date

Dean, Director, Chair Name
(required)

Signature

Date

Vice President / Provost Name
(required **only** for limits \$25,000 or greater)

Signature

Date