

Purchase Card Transaction Increase Request Form

Cardholder Name _____

Card Account Number _____

Department Name & Box Number _____

Office Phone # (____) _____

Office Fax #: (____) _____

- Please increase the spending limit per transaction from \$2,500 to \$5,000, and the daily spending limit from \$5,000 to \$10,000. All Purchase Card policies and procedures for obtaining itemized receipts and documentation remain in effect. For more information please refer to <http://www.fis.ncsu.edu/materialsmgmt/purchasing/purcard.html>.

Justification for increase (optional):

Any request to increase the spending limit per transaction will be evaluated by the Purchase Card Administrator, and will be based on the above justification and also the spending history of both the cardholder and the department.

- Please decrease the spending limit per transaction from \$5,000 to \$2,500, and the daily spending limit from \$10,000 to \$5,000.

All Purchase Card policies and procedures for obtaining itemized receipts and documentation remain in effect. For more information please visit <http://www.fis.ncsu.edu/materialsmgmt/purchasing/purcard.html> .

Please mail this form to Purchase Card Administrator, Campus Box 7212. If you have any questions please call our office at 515-8097. The cardholder will be notified once the signed form has been received and approved by the Purchase Card Administrator.

Cardholder Signature _____

Department Head Printed Name _____

Department Head Signature _____

Date: _____