



Purchasing Card (P-Card) Temporary Spending Increase Request

INSTRUCTIONS: This form is to be used for requests for temporary spending increase to existing P-Card limit. Please note that approval is not guaranteed and subject to approval by the Chief Procurement Officer. Once completed and approved, please forward to the University's P-Card Administrator at pcards@uncfsu.edu.

Requester Information (Card Holder):

Full Name: _____

Banner ID: _____

Email: _____

Department: _____

Division: _____

FOAP for Applicable Purchase: _____

Business Purpose of Transaction: _____

Transaction Limit Requested: _____ Vendor for Purchase: _____

Justification for Increase:

Please provide a detailed explanation as to why the employee needs an increase in the P-Card limit and the intended purchase that will be made with the P-Card:

- The P-Card Administrator will notify the cardholder once approved. If approved, the increase will only be in effect for **48 hours and then will return to the original base amount of \$2,500.**
- **A copy of this approved document must be uploaded with the supporting documentation when reconciling the applicable P-Card transaction.**

Signatures/Approvals:

Cardholder		Date	
Direct Supervisor		Date	
Dean, if applicable		Date	
Provost or Division VC		Date	
Chief Procurement Officer		Date	

P-Card Administrator:

Date Limit Increased BOA		Exp Date	
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