

P-CARD LIMIT CHANGE REQUEST FORM

INSTRUCTIONS:

1. Complete all fields. Incomplete forms will not be processed.
2. Route for approval via Adobe Sign.
3. Submit fully approved form to the Director of General Services.
4. Limit changes will revert back to original limits per the Effective Dates below.

RESTRICTIONS:

The use of the Procurement Card and any limit changes shall NOT be used to circumvent:

1. The splitting of purchases to eliminate the bidding process.
2. Purchases of goods or services greater than \$1,000.00.
3. Unauthorized purchases per the P-Card Handbook, select examples below:
 - a. Equipment over \$200.
 - b. Flowers, holiday decorations, or personal objects (candy, greeting cards, etc...)
 - c. Tablets or other mobile hand-held devices.
 - d. Facilities remodel: carpeting, draperies, etc...
 - e. Rental or lease of buildings.

REQUESTOR:

I, _____ have read and understood the restrictions above for my P-card limit change request. Signature: _____

Date:	
Purpose of Increase:	
New Single Limit:	\$
New Monthly Limit:	\$
Effective Dates:	From: _____ To: _____

APPROVALS

Department Manager:	Name:	Signature:
Campus Business Services:	Name:	Signature:
District Office:	Name:	Signature: