

BUSINESS SERVICES

1250 Siskiyou Blvd, Ashland, Oregon 97520
 T 541-552-6065 | F 541-552-6573

Request for Temporary Increase to Purchasing Card Limits

For security, limits to spending levels are applied to all departmental purchasing cards.

Periodically, there will be times where increases to cards will be necessary to enhance business operations.

When necessary, departments will need to submit the requests in writing to Business Services to initiate a change to the P-Card limits.

This request form is to be completed, and submitted to Business Services.

Department	
Current Card Limit	\$
Current Single Purchase Limit	\$

Last 4 digits of P-card	
Requested Card Limit	
Requested Single Purchase Limit	
Requested Expiration Date	

Reason for Request:

Card Budget Authority Name	
Card Budget Authority Signature	
<small>(Signature not required if form is emailed directly by the Budget Authority to Business Services)</small>	
Date of Request	

(Email form to Service Center service-center-purchasing-contracting@sou.edu)

Service Center Use Only

Request Approved:

Request Not Approved:

Business Services Signature			
Title	Purchasing Card Administrator		
Date			
Approved Card Limit		Approved Single Purchase Limit	
Approved Expiration Date for Request			

Card Limits Increased by		Date	
Card Limits Restored by		Date	