



## Procurement Card Limit Change Request Form

Complete and return to Procurement & Contracts Services (SH-125)

Cardholder Name: \_\_\_\_\_ Coyote ID: \_\_\_\_\_

Cardholder Department: \_\_\_\_\_ Email: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Limit Change:** New Single Limit: \$ \_\_\_\_\_ New Monthly Credit Limit: \$ \_\_\_\_\_
  - Temporary change to expire on \_\_\_/\_\_\_/\_\_\_  Permanent Change

Primary Purpose for Procurement Card and Reason for the limit change:

I hereby approve the above limit change and certify that the change is necessary to accomplish the mission and goals of the department.

**Primary Approving Official Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Dean's Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Division Vice President/Provost Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

PURCHASING OFFICE USE ONLY - Completed by: \_\_\_\_\_ Date: \_\_\_\_\_