Limit Change Request Form

Georgia Tech | Business Tech | Services

Georgia Tech PCard Administrators will only be allowed to increase (and then lower) limits for the items listed in the State approved Limit Increase Exceptions. This list can be found here:

http://www.procurement.gatech.edu/sites/default/documents/PCardReqProcessInstructions.pdf

Any limit increase request that is not an approved exception will require a request to State Pcard (though DOAS and the Office of Planning and Budgets). A non-exception limit increase may take several days to approve and turnaround, please plan accordingly. **Exception and non-exception limit increase requests will all require this form**. Please attach any supporting documentation, such as invoices or quotes.

If a temporary limit increase is approved, it is only for the specific, approved purchase. The temporary increase will be left in place for 5 days or until the charge has posted.

Cardholder Name   **Last 4 Digits of Card**

Which Limit Needs to be Increased?   Cycle (Monthly Total)   Single Transaction

Cycle and Single

Requested Single Transaction Limit   **Current Limit**

Requested Cycle Limit   **Current Limit**

Is this a **Georgia Tech State Approved Limit Increase Exception**? (reference the list which can be found at the link at the top of this form)   Yes   No

Anticipated Date of Purchase (you may write ASAP if appropriate, or give a range for a cycle limit increase request)

Department   **Dept #**

Justification for Increase Spending Limit (if using an exception, please reference which one)

Print PCard Coordinator's Name