

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 fill out all the necessary fields and have your department's PCard Coordinator send the form to pcard.ask@business.gatech.edu. Coordinator submission will be required, forms cannot come directly from the cardholder. 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 7 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

Requested Limit Increase

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)

Is this a request for a **permanent increase?** If yes, this increase must first be approved by your Dept Head. It will then have to be reviewed and approved by the State. The card's transaction history will be audited to determine if a permanent increase is justified. The maximum CL and STL allowed are \$2,499 and \$25,000

Yes

No

***Dept Head Signature** (permanent increase **ONLY**)

Department

Dept #

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

Print PCard Coordinator's Name