

University of South Florida Purchasing Card Program Limit Change Form

Date: __/__/__

Cardholder Name: _____

Employee ID Number: _____

PCard Dept Number (if known) _____
(six digits of default department number)

Temporary Exception or Permanent Exception (circle one)

If temporary, list inclusive dates _____

Current Monthly Credit Limit \$ _____

Requested Monthly Credit Limit \$ _____

Current Single transaction Limit \$ _____

Requested Single Transaction Limit \$ _____

Justification for PCard limit increase: Things to include: What purchases do you want to make on PCard that you cannot make with existing limits? How frequently will these purchases be made? (Please include dollar values)

Cardholder Name/Signature

Department Representative Name/Signature

Area Vice President or Delegate/Signature

Name and title of above

Submit approved form to PCard Staff, AOC 200

Purchasing Card Administrator Use Only:

PCard Administrator Approval _____

Director P&PS Approval _____

University Controller Approval _____

Date Changed _____ Emailed Cardholder _____

University of South Florida Purchasing Card Program

LIMIT CHANGE FORM GUIDELINES

PCard Issue:

- PCards are issued by PCard Administration to cardholders as approved by the President or the Vice President of respective areas.
- Only the Provost and Senior Vice President of USF Health may delegate authority to academic deans or administrators at no lower than AVP level to approve issuing PCards and approve monthly credit limits and single transaction limits for PCards.
- Vice President of Student Affairs may approve PCards for student employees of Student Government.
- Exception to approve PCards for non-allowed cardholders: Need justification and approval from area Vice President and approval of the Director of Purchasing and Property Services.

PCard limits:

- Standard amount for monthly PCard credit limit is \$5,000 or below with a single transaction limit of \$2,000 or below.
- Temporary Exception: Justification for a temporary exception on PCard limits must be submitted to the appropriate area Vice President or other delegated individuals as stated in USF system PCard Policy. (Provost and Sr. Vice President USF Health may delegate to academic deans or administrator at no lower than AVP level). Upon recommendation of the Vice President or other delegated individuals, the PCard administrator may approve or deny the request or may recommend changes to the Director of Purchasing and Property Services, who has the delegated authority to approve or deny a temporary exception. Note that exceptions are granted for a limited time period to cover a specific situation.
- Permanent Exception: Permanent exceptions to increase monthly credit limits and single transaction limits shall include a justification approved by the appropriate Vice President or other delegated individuals. The PCard Administrator will analyze the request to determine if an increase is prudent and provide a recommendation to the Director of Purchasing and Property Services who may approve or deny the request. Requests approved by the PCard Administrator and the Director of Purchasing and Property Services are submitted to the USF system University Controller for final approval or denial and then returned to the PCard Administrator for the action indicated.