

PROCUREMENT CARD LIMIT CHANGE FORM

If there is a justifiable business reason, pcard limits can be increased or decreased. These can be a temporary increase such as during travel or a period of high spend or they can be permanent. Limits can be adjusted for both single transaction and monthly transaction limits.

Cardholder Name:

Last 4 digits of card number:

Supervisor Signature:

Date

Supervisor Printed Name:

New Monthly Limit:

Is this Temporary or Permanent?

Temporary

Permanent

If Temporary please enter the date range for the temporary increase/decrease:

New Single Transaction Limit:

Is this Temporary or Permanent?

Temporary

Permanent

If Temporary please enter the date range for the temporary increase/decrease:

****Once this form is complete turn into your Agency Procurement Card Coordinator****

Self-Administering agency PCard Coordinators have permissions in US Bank to adjust credit limits. Non Self-Administering agency PCard Coordinators, please forward this completed form to PCard Support Inbox (PCardSupport@mt.gov) for processing. Once updated in US Bank, new limits are effective immediately.