



Corporate Card Limit increase Request Form

Limit Increase for:

PCard

T&E Card

CARDHOLDER

Name (printed) UCID #

Department Date

E-mail PCard (last 4 digits)

Telephone T&E Card (last 4 digits)

As the cardholder, by signing this limit increase form, I confirm that I have reviewed the **restricted items** listed in the [Corporate Card handbook](#) and the items that will be procured with this increase are allowed.

TYPE OF REQUEST - Select the appropriate action and provide a detailed explanation:

Temporary *(Single transaction limit only applicable for PCards)*

Amount in CDN Dollars Reset date for default limits

New single transaction amount limit

New monthly balance limit

***Quote or invoice copy must be submitted with form for temporary increases**

****If single transaction limit increase amount is above current monthly balance limit a new monthly balance limit must be requested**

Permanent *(Single transaction limit only applicable for PCards)*

Amount in CDN Dollars

New single transaction amount limit

New monthly balance limit

***Permanent increases will be reviewed on a regular basis for card usage**

Justification for increase request

APPROVAL - Manager and hiring budget Department owner approval required on all limit increases. *Note: Cardholders may not approve their own limit increase requests.*

Reports to
Manager Name
(printed)

Reports to Manager
Signature

Dept. Budget
Owner Name
(printed)

Dept. Budget Owner
Signature

As the Department budget owner, I agree that all additional incurred transactions due to this increase will be allocated to my department budget if they are not reconciled within the card program deadlines.

Submit the completed and approved Corporate Card Limit Increase Request form to: finance@ucalgary.ca

Note: Card Maintenance requests are submitted on a separate form located on the Finance website under forms