



# Corporate Card Limit increase Request Form

Limit Increase for: PCard T&E Card

## CARDHOLDER

|                |                      |                          |
|----------------|----------------------|--------------------------|
| Name (printed) | <input type="text"/> | Signature                |
| Department     |                      | UCID #                   |
| E-mail         |                      | Date                     |
| Telephone      |                      | PCard (last 4 digits)    |
|                |                      | T&E Card (last 4 digits) |

## 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<br>Manager Name<br>(printed) | Reports to Manager<br>Signature |
| Dept. Budget<br>Owner Name<br>(printed) | Dept. Budget Owner<br>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](mailto:finance@ucalgary.ca)**

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