



# PROCARD TEMPORARY LIMIT INCREASE REQUEST FORM

Use this form to request a temporary increase to ProCard cumulative monthly limit and/or single-transaction limit. Increased limits will return to their original settings after the increase end date. To request a permanent limit increase, use the ProCard Revision Form.

## Section 1: Increase Details

Cardholder: _____	Business Unit: _____
Increase Start Date: _____	Increase End Date: _____
Requested Single-Transaction Limit (Temporary): _____	
Requested Cumulative Monthly Limit (Temporary): _____	
Justification:	
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>	

## Section 2: Signature Authorization

	Print Name	Signature
ProCard Approving Administrator	_____	_____
Grant Analyst (BKSPA only)	_____	_____
AVP SPPA (BKSPA only)	_____	_____
Director of Payment Services	_____	_____