Temporary Purchase Card Limit Increase Request



Purchasing Department Arizona Western College PO Box 929 Yuma AZ 85366 PCardAccess@azwestern.edu Phone (928)314-9515



- 1. Section 1 must be completed in its entirety prior to forwarding to Purchase Card Administrator and approval being granted.
- 2. Attach a quote from the vendor detailing items or services to be purchased.
- 3. Provide budget code to be utilized in the space provided. Funding must be verified and budget transfer request completed prior to approval being granted.
- 4. Provide justification in space provided. Be detailed and specific answering the questions Who?, What?, Where?, When? as applicable.
- 5. All temporary single purchase limit increases \$2,500 or below and monthly credit limit increases \$3,500 and below require Director of Purchasing approval. Permanent increases and amounts higher will require VP for Finance and Administration approval.

Section 1					
1. Submitted By:	Date:				
2. Single Purchase Limit Increase:	Monthly Credit Limit Increase:				
3. Budget Code:	Budget Transfer Necessary: Yes N				
4. Justification:					
5. Vendor Quote Attached: Yes No					
6. Supervisor Approval: Approve Disapprove Disapproval Reasoning:	Signature: [Date:			
7. VP Approval: Approve Disapprove Disapproval Reasoning:	Signature:	Date:			
Purchase Card Administrator Review					
8. Budget Code Verified: Yes No	Funding Verified: Yes No	0			
9. Vendor Quote Reviewed: Yes No	Signature:	Date:			
Director of Purchasing Review					
10. Approve Disapprove Disapproval Reasoning:	Signature:	Date:			
VP For Finance Review (If Applicable)					
11. Approve Disapprove Disapproval Reasoning:	•	Date:			





-----This Section for Purchase Card Administrator Only-----

Chase SmartData Updated:	Yes	No		Date:
Cardholder emailed approval:	Yes	No		Date:
Fiscal Year Excel Spreadsheet U	Jpdated:	: Yes	No	Date:
Increase Closed Out: Yes	No			Date: