# Temporary Purchase Card Limit Increase Request 

Purchasing Department Arizona Western College PO Box 929 Yuma AZ 85366<br>PCardAccess@azwestern.edu<br>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:
2. Single Purchase Limit Increase:
3. Budget Code:

Date:

Monthly Credit Limit Increase:
Budget Transfer Necessary: $\square$ Yes $\square$ No
4. Justification:
5. Vendor Quote Attached: $\square$ Yes $\square$ No
6. Supervisor Approval: $\square$ Approve $\square$ Disapprove Signature: Date:
Disapproval Reasoning:
7. VP Approval: $\square$ Approve $\square$ Disapprove Signature: Date:

Disapproval Reasoning:
Purchase Card Administrator Review
8. Budget Code Verified:


Funding Verified: $\square$ Yes $\square$ No
9. Vendor Quote Reviewed: $\square$ Yes $\square$ No

Signature:
Date:

Director of Purchasing Review
10. $\qquad$ Signature:
Date:
Disapproval Reasoning:

## VP For Finance Review <br> (If Applicable)

11. $\qquad$ Signature:
Date:
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## ---------------This Section for Purchase Card Administrator Only-------------

| Chase SmartData Updated: $\square$ Yes $\square$ No | Date: |
| :--- | :--- |
| Cardholder emailed approval: $\square$ Yes $\square$ No | Date: |
| Fiscal Year Excel Spreadsheet Updated: $\square$ Yes $\square$ No | Date: |
| Increase Closed Out: $\square$ Yes $\square$ No | Date: |

