

Temporary Purchase Card Limit Increase Request



Purchasing Department Arizona Western College
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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 No
4. Justification: _____
5. Vendor Quote Attached: Yes No
6. Supervisor Approval: Approve Disapprove Signature: _____ Date: _____
Disapproval Reasoning: _____
7. VP Approval: Approve Disapprove Signature: _____ Date: _____
Disapproval Reasoning: _____

Purchase Card Administrator Review

8. Budget Code Verified: Yes No Funding Verified: Yes No
9. Vendor Quote Reviewed: Yes No Signature: _____ Date: _____

Director of Purchasing Review

10. Approve Disapprove Signature: _____ Date: _____
Disapproval Reasoning: _____

VP For Finance Review (If Applicable)

11. Approve Disapprove Signature: _____ Date: _____
Disapproval Reasoning: _____

