

Overlimit PCard Purchase Request

The following information is needed in order to request a onetime pcard increase.

Cardholder Name

Cardholder UFID

Business Unit (4 digits)

Amount of overlimit purchase (include freight)

Vendor Name

What is being purchased?

What is the Business Purpose of this purchase?

Anticipated Charge Date

Fund Code for purchase

Has your budget manager approved expense?

Justification for why a PO can't be done

What is your Pcard Approver's Name?