

APPENDIX D

(Rev 10.03.19)

SPRINGFIELD R12 SCHOOL DISTRICT
REQUEST TO CHANGE LIMITS ON PURCHASING CARD

Use this form to request limit changes on a Purchasing Card. Complete all fields on form, have signed by appropriate administrator, and send to Purchasing Card Coordinator in Finance Department.

Cardholder Name: (Please print) School/Site Location:

Last 4 Digits of Card #: GL account to be allocated for charge(s):

Reason for Limit Increase

- Student Travel (Trips exceeding 250 miles one-way or an overnight stay)-Approved Travel Application must be attached
Student Field Trips Provide description of purchase:
Staff Travel Dates of travel: thru # of staff traveling:
Type of charges expected (ex: lodging, meals):
Supply/Service Vendor name: Description of items to be purchased:
Other Provide detailed description:

Credit Limit Adjustment Request

Single Limit per Transaction (Please note: single limit increase may impact cycle limit. Adjust cycle limit below as necessary.)

Current Single Limit per Transaction: \$999
Single Limit per Transaction Requested:
Date Range Request for Single Limit Transaction: thru

Cycle Limit (Cycle limits reset on the first day of new cycle. See P-Card Due Dates for cycle close dates)

Current Cycle Limit:
Additional Cycle Limit Requested:
New Cycle Limit:
Date Range Request for Cycle Limit: thru

Cardholder Signature: Date:

Administrator Approval: Date:

Purchasing Card Coordinator Approval: Date:

All fields are required to be completed with information requested. If fields are not completed or have missing information, form will be returned to cardholder until accurately updated. Limit adjustments will NOT be made until all information is received.