

# REQUEST FOR PROCUREMENT CARD CREDIT LIMIT INCREASE

Cardholder/Custodian Name: \_\_\_\_\_

Last 4 Digits of Card Number: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Net ID: \_\_\_\_\_

Requested Transaction Limit: \_\_\_\_\_ Requested Monthly Limit: \_\_\_\_\_

Temporary Increase – Date Range: \_\_\_\_\_ to \_\_\_\_\_ Permanent Increase

Explanation for Increase:

Cardholder/Custodian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned Account Manager (Chair, Director, other), do hereby accept responsibility for assuring that all expenditures charges to the P-Card for accounts under my signature authority are expended in accordance with Federal, State, and University funding requirements and sufficient funds are available in the account designated. I acknowledge that I may be held personally liable for expenditures that do not conform to applicable Texas State University Policy and Procedures Statements or exceed the fund balance.

_____	_____
Account Manager's Printed Name	Account Manager's Net ID
_____	_____
Account Manager's Signature	Date

**To be completed by Procurement and Strategic Sourcing**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_