

## Temporary Increase Request - Template for Pcard

Your temporary increase request should have the following information:

- Details of what you are trying to purchase- this should include amounts, purpose, and what you plan on coding the transaction – i.e., the object code.
  - Best practice would be to review the pcard guidebook and ensure your transaction is not listed on the restricted/unacceptable purchase list.
- A quote or invoice
- Approval from Dean or Designee
- Amount you want to increase your monthly limit (MTL) by
- Amount you want to increase your single transaction limit (STL) by
- Start/end date for request – please refrain from using terms like billing cycle or end of month. It needs to be a calendar date.

Once you have all the information, please send it to [Pcard@tamucc.edu](mailto:Pcard@tamucc.edu) for processing.

*\*Please allow 1-2 working days to process any changes.*

### **Example:**

Hi Will,

I'm trying to purchase some last-minute office supplies, and unfortunately, I'm already at my limit for my pcard this month so I'd like to request a temporary increase.

- I'm ordering through Summus, we need more paper and janitorial supplies, and the total cost is \$452.00. I'm coding it 4011 and I've attached the quote for review.

I'd like to increase my monthly limit to \$6,000.00 just in case we have a few more last-minute purchases for the remainder of this month. I don't foresee a need to raise the STL.

Can we please start this today, 5/20/22 and have it end 6/3/22?