

Visa PCard Transaction Increase Request >\$5,000
(For One-time Payment)

Cardholder Name: _____	
Card Account Number: (last 4 digits only) ____ _	
Department Name - _____	
Office Phone # (____) _____	Office Fax #: (____) _____

For Travel related purchases, hotel, airline reservations, etc., we can increase your per transaction amount above \$5,000. This is only allowed for purchases that cannot be competed (or put through the bid process).

(These requests have to be submitted to Purchase and Contract for review, so please allow 3-4 days for processing time.)

Please complete the following information for review:

1. Requested one-time "per transaction" limit \$_____
2. Vendor Name:_____
3. Business Purpose for the charge: (include specific details)

4. Date you need to make the payment:_____
5. Contract Control # (if this has been submitted to Purchasing for approval)_____
6. **REQUIRED:** Enter an increase request through the **NCSU Card Center** (Mypack Portal) for College level approval. Choose "Administrator Defined Limits" and note in the comments box that this is a "one-time payment".

All PCard policies and procedures for obtaining itemized receipts and documentation remain in effect. For more information please refer to: <http://materialsmgmt.ofb.ncsu.edu/PCard-Services/Resources/Using-the-Card.php>

Please return this form by email to Jill Dillon, PCard Administrator. If you have any questions please call 515-6133. The cardholder will be notified once all approvals have been received.

Cardholder Signature:_____

Date: _____