



Requesting a Procurement Card (PCard) Increase

1. The Card Custodian needs to email Mandy.Conley@oit.edu (or the current "Procurement Card Administrator"). CC Cindy.Childers@oit.edu and the Budget Authority.
2. In the subject line, write "P-Card Increase Request".
3. Please include the following information in the body of the email:
 - Whether you require a **single purchase** transaction increase or **monthly** credit limit increase (or both).
 - **Why is an increase required?** (To reserve hotel room(s), purchase non-capitalized equipment, etc.)
 - The **days you would like the increase(s) to be active**. Consider the current balance and available credit on the card, pending transactions, and other upcoming purchases.
 - Include the **name embossed on the card** and the **last 4-digits of the card**.
4. Prior to making the temporary increase, the **Budget Authority needs to approve the request in the same email thread**.
5. Once this occurs, the Custodian will receive a confirmation email from the Procurement Card Administrator that the increase is completed.
6. If the Card Custodian or Budget Authority finds that he/she requires numerous temporary increases, the Budget Authority should contact the Director of Business Affairs to discuss permanently increasing the limits on the procurement card.