

Caltech P-Card PURCHASING CARD LIMIT CHANGE FORM

Date: _____

Cardholder: _____

Increase limit Decrease limit (*select one*)

Current Limit: Single Purchase Limit: _____ Monthly Limit: _____

New Limit

Single Purchase Limit	Monthly Limit	Cash Option (only available with travel training)	Please pick a limit by placing an X in the box below
\$5,000.00	\$20,000.00	no cash	
\$5,000.00	\$20,000.00	10% cash	
\$10,000.00	\$20,000.00	no cash	
\$10,000.00	\$20,000.00	50% cash	
\$10,000.00	\$30,000.00	no cash	
\$5,000.00	\$50,000.00	10% cash	
\$10,000.00	\$50,000.00	30% cash	
\$10,000.00	\$50,000.00	no cash	
\$10,000.00	\$100,000.00	10% cash	
\$20,000.00	\$100,000.00	10% cash	
\$30,000.00	\$100,000.00	10% cash	
\$10,000.00	\$150,000.00	10% cash	
\$20,000.00	\$250,000.00	no cash	

Permanent increase Temporary increase (*select one*)

Justification (*please include length of time for temporary increase*):

Authorized by: _____

(*Please have your current authorizer sign here*)

(Purchasing only)

Approved Declined

Approved by: _____

(Purchasing only)

***All transactions \$10,000 and over require a justification form, unless competitively bid.**