



Arizona State University

P-Card Increase or Payment for \$50,000 and Greater Notification

Date _____

Cardholder Name:	
Card Number:	
ASU Department:	
Agency/Org:	

This serves as notification that your P-Card limit per transaction has been increased to \$ _____ pending approval of this signed Form.

When processing a P-Card payment for \$50,000 or greater, you will be required to obtain prior approval from Financial Services:

- Attach the quote or other documentation when submitting the increase request.
- Financial Services will sign off on the documentation provided and return to department for processing.
- Department can process P-Card payment after Financial Services approval has been returned.
- Department maintains approved documentation in departmental P-Card records.

This procedure is consistent with the university's check signing approval process, approved by the President, where checks (disbursements) \$50,000 or more require a second review and signature.

Failure to comply with this approval process for payments of \$50,000 and greater will be cause for reducing cardholder's P-Card limit to the limit of \$1,000 per transaction.

I have read the procedures for processing P-Card transactions of \$50,000 and greater and agree to abide by the established procedures.

Signature of Card Holder	Date
--------------------------	------

For Financial Services Only	
Purchasing	Date
VP Name Signature	Date
Financial Services	Date
Sponsored Projects (Required if Sponsored Account)	Date

**RETURN THIS FORM TO THE PURCHASING DEPARTMENT,
FAX 5-2234, MAIL CODE 5212, ATTN: RIKI MEIER**
Limit change will become effective upon receipt by Financial Services.
For questions, contact Riki Meier (5-7273).