



# Arizona State University

## P-Card Increase or Payment for \$25,000 and Greater Request

Cardholder Name: \_\_\_\_\_ Last 4 digits of card: \_\_\_\_\_

Department Name: \_\_\_\_\_ Agency/Org: \_\_\_\_\_

Dollar Amount and Business Purpose for Request: \$ \_\_\_\_\_ - \_\_\_\_\_

When processing a P-Card payment for \$25,000 or greater, you will be required to obtain prior approval from Purchasing and Financial Services. I agree to the following (please check):

- Attach the quote and all relevant documentation involving appropriate approvals when submitting the increase request.
- Department can process P-Card payment after Financial Services approval has been returned.
- Department maintains approved invoice in departmental P-Card records for at least five (5) years.
- The State of Arizona or ASU has a current contract for this procurement.
- Temporary increase est. date of purchase is \_\_/\_\_/\_\_ (Temporary increase will be in effect through estimated date of purchase. Monthly increases will be in effect through month-end unless otherwise directed.)

**P-Card Increase or Payment for \$25,000 to \$100,000**

I have read, understood and complied with the competition requirements for procurements costing more than \$25,000 and not exceeding \$100,000 per policy PUR 202-02.

**P-Card Increase or Payment for more than \$100,000**

I have read, understood and complied with the competition requirements for procurements costing more than \$100,000 per policy PUR 202-04.

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Senior Fiscal Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**FORWARD THIS FORM TO THE P-CARD ADMINISTRATOR or EMAIL [pcard@asu.edu](mailto:pcard@asu.edu) after all Purchasing/Financial Services approvals are obtained, P-card Administrator will notify cardholder that transaction may proceed.**

For Purchasing and Financial Services Only		
Purchasing		Date
VP Name	Signature	Date

Financial Services	Date
Financial Services	Date
Sponsored Projects (Required if Sponsored Account)	Date