



Procurement Card Temporary Account Maintenance Request

Cardholder or Record Keeper and Card Information Date _____

Name _____ Email _____ Phone _____

Department Name _____ Index to be charged _____

Card Name _____ **Card Last 4 Digits** _____

REQUEST FOR TEMPORARY CHANGE OF CREDIT LIMIT or SINGLE TRANSACTION LIMITS
 (Permanent limit changes require authorization letter approved by Supervisor)

Monthly Limit Increase From \$ _____ To \$ _____
 Limit Start Date _____ Limit End Date _____

Single Transaction Limit Increase From \$ _____ To \$ _____
 Limit Start Date _____ Limit End Date _____

Number of Transactions per Day _____ Number of Transactions per Month _____

Business Purpose for Limit Request Change _____

REQUEST TO UNBLOCK A MERCHANT CATEGORY CODE (MCC)

MCC blocks are designed to prevent unauthorized purchases. You can request an MCC code to be unblocked ONLY if you have had an authorized business purchase declined due to a blocked MCC.

MCCs will be opened for 5 days from the date the form is submitted unless otherwise specified in the Business Purpose line.

Vendor Name _____ Amount of purchase \$ _____

Business Purpose _____

MCC Start Date _____ MCC End Date _____

Authorization by Financial Manager/Approver *Required for all changes requested on form

Authorized by _____ Signature _____

Date _____

VP Signature (if necessary) _____ Date _____