

# Purchasing Card Temporary Account Maintenance Request



Revised 3-8-18

**Card Profile:** ☐ Purchasing Card ☐ Hospitality Card (T & E)

## CARDHOLDER or RECORD KEEPER INFORMATION

First Name: _____	Last Name: _____
Email : _____	Phone: _____
Department : _____	Index to be Charged: _____
Requester Signature: _____	Date: _____

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

Card Name: _____	Card Last 4 Digits : _____
Increase monthly credit limit from \$ _____	to \$ _____
Limit Start Date: _____	Limit End Date: _____
Increase single transaction limit from \$ _____	to \$ _____
Limit Start Date: _____	Limit End Date: _____
Business Purpose: _____	
Number Transactions per Day: _____	Number Transactions per Month: _____
If Travel - Trip Dates: Depart from B.G. _____	Return to B.G.: _____

## REQUEST TO UNBLOCK A MERCHANT CATEGORY CODE

**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.

Card Name: _____	Card Last 4 Digits: _____
Vendor Name: _____	Amount of purchase \$ _____
Business Purpose / Destination (if travel): _____	
If Travel - Trip Dates: Depart from B.G.: _____	Return to B.G.: _____

## AUTHORIZATION BY FINANCIAL MANAGER/APPROVER REQUIRED FOR ALL CHANGES

Authorized by (print name): _____	Signature: _____
VP Signature if necessary: _____	Date: _____