



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 \_\_\_\_\_