



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 _____