



Pcard Increase Approval Form

This form should be used for all requests to Pcard limits over \$5,000 (SAF Pcards are exempt).

This is a digital form. Please complete it online. Once filled out, click the SUBMIT FORM button for all non-grant requests, or click the SUBMIT FORM GRANTS for all grant funded requests. **The card approver should click the SUBMIT FORM button (either one), as this serves as the approver authorizing the request.**

Request Date:

Requestor Site Name:

Title:

Credit Limit Requested:

Phone #:

Single Purchase Limit Requested:

Last 4 digits of card:

Grants:

Items being purchased. If more space is needed, attach a spreadsheet.

Items:

Vendor:

Total: \$

NL Account(s) to Support Purchase:

Approval Workflow: 1) Purchasing/Grants; 2) Controller; 3) Pcard Administrator

Approved or Not Approved by Purchasing:

Approved or Not Approved by Grants:

Approved or Not Approved by Controller:

If not approved, reason provided below:

Notes to workflow recipients:

Completed Date:
Sign: