



Instructions:

- Please review the Standard PCard Limits listed in [Procedure 3215 PR.01 Yale Purchasing Card Procedure, Section 3.](#)
- Use this form to request limit increases, both temporary and permanent, for individual and department PCards.
- Complete all fields below except the last sections labeled "Central Department Use Only."
- Email completed form to purchasing.card@yale.edu.
- Form is subject to review and approval by Procurement and/or the Controller's Office. Please allow time for processing.

Purchasing Card ("PCard") Information			
Cardholder Name:		PCard Last 4 Digits:	
Department:		Cost Center:	

Limit Change/Exception Type Requested					
<input type="checkbox"/> Temporary spend limit increase			<input type="checkbox"/> Permanent spend limit increase		
If "Temporary spend limit increase," specify requested period:					
Requested Limits for Travel & Entertainment		Requested Limits for Supplies		Requested Limits for Publishing Fees	
Single purchase limit:		Single purchase limit:		Single purchase limit:	
Cycle limit:		Cycle limit:		Cycle limit:	

Business Reason/Justification for the Requested Exception
What business need is being fulfilled? Please explain the situation and underlying circumstances. Is there another expense method that can be used (e.g., Yale's e-procurement solution or Non-PO Invoice)?

Departmental/Business Office Approval			
Approver Name (Lead Administrator or Operations Manager):			
Approver Signature:		Date:	

Central Department Use Only – Procurement Department Approval			
Approved Limit(s) and Notes:		Expiration Date of Approval(s):	
Signature, PCard Program Manager:		Date:	
Signature, Chief Procurement Officer:		Date:	

Central Department Use Only – Controller's Office Approval			
Approved Limit(s) and Notes:		Expiration Date of Approval(s):	
Signature, Controller's Office:		Date:	

For processing, please email completed form to purchasing.card@yale.edu.

Please call 203-432-3227 with any questions.