

# Purchasing Card Limit Exception Form

## Instructions for Increasing the Monthly Transaction or Spending Limit on a New or Existing Purchasing Card

This procedure must be adhered to when requesting a change to the program's standard monthly transaction and/or or spend limit.

1. Complete the Purchasing Card Limit Exception Request form.
2. Include a clearly defined business reason as to the products or services to be purchased on the card. The business reason must comply with all University procurement policies, approved buying methods, and commodity matrix.
3. Include the volume of purchases that would support the increased limits.
4. Formal approval by the School or Center Senior Financial Officer (or designee).
5. Return the form to the following address:  
Purchasing Card Administrator  
440 Franklin Bldg/6281
6. Questions regarding this request are to be directed to the Purchasing Card Administrator.

**The University's Chief Procurement Officer must approve each request prior to changes being made to a Cardholder's monthly transaction or spending limit.**

## University of Pennsylvania Limit Exception Request

New Card

Existing Card Limit Change

Company	University of Pennsylvania		Application Date				
Last Name			First Name				
School/Center					Org (XXXX)		
Campus Street Address							
Building or Dept Name							
City, State, Zip							
Penn Key Name							
Penn ID							
Email					10-digit Phone #		
SSN #	000-00- __ __ __ __		Date of Birth mm/dd/yyyy				
Mother's Maiden Name							
		<u>CNAC</u>	<u>ORG</u>	<u>BC</u>	<u>FUND</u>	<u>OBJ</u>	<u>PROG</u>
Default Chart of Account							

<b>Monthly Spending Limit \$</b>		SFO Initials	
<b>Single Amount Limit \$</b>		SFO Initials	

**Business reason for increase in default limits:**

Cardholder Signature \_\_\_\_\_  
Date\_\_\_\_\_

Departmental Business Admin Signature \_\_\_\_\_ Date  
\_\_\_\_\_

Senior Financial Officer Signature \_\_\_\_\_ Date\_\_\_\_\_