

<b>TEMPORARY INCREASE CHANGE REQUEST FOR P-CARD</b>	
Cardholder Name:	Last 4 numbers of card:
Fiscal Officer/Account Manager:	Department:
Current Transaction Limit:	Temporary Transaction Limit Request:
Current Daily Limit:	Temporary Daily Limit Request:
Current Monthly Limit:	Temporary Monthly Limit Request:
Start Date of Increase:	End Date of Increase:
What is the reason for the Temporary increase?	
Additional Comments:	
Temporary Change Authorized By (Fiscal Officer):	Date:
<b>For Internal Use Only</b>	
Processed By:	Date: