P Card Increase Approval Form

This form should be used for all requests to P Card limits (weekly credit and single transaction) over $5,000.00 (SAF P Cards are exempt).

This is a digital form. Please complete it on your computer. It must be opened in Adobe to be fully functional. If your system opens it in a web browser, you will not be able to submit it properly using the SUBMIT buttons at the top of the form. If you need assistance with this form, contact the Business Process Trainer at 775-789-3438.

Once the form is completed and signed by the card approver (principal/department manager), click the SUBMIT FORM button for all non-grant requests, or click the GRANTS SUBMIT FORM button for all grant funded requests. These buttons automatically open your email, attach the form, and address to the first approving person in the workflow.

Requestor Name: **Request Date:**

Requestor Site Location: **Phone Number:**

Last 4 digits of card: **Is this a Grant funded request?**

Type of Credit Increase – Remember you have two limits on your card, a weekly credit limit and a single transaction limit. ***Please indicate which limit(s) you want increased.***

Weekly Credit Limit Increased to: **Single Transaction Limit Increased to:**
If no change, type n/a   **If no change, type n/a**

This request is for travel, conference registration and/or lodging costs. I have all the required approvals, for all travelers, including the HR-F530 form(s) - Request for Professional Leave/School Business/Community Service Leave.

Please describe in DETAIL what is being purchased with the increased credit limits. Item description, cost, vendor name, and total of all items is required. If more space is needed, please attach a spreadsheet to the email after you click the SUBMIT FORM, or GRANTS SUBMIT FORM button.

Item(s), Cost per Items(s) and Vendor(s):   **Total of all items to be purchased:**

NL Accounts that will support your purchases:

Card Approver Digital Signature (principal/department manager):

Approval Workflow: 1) Purchasing/Grants, 2) Assistant Controller, 3) P Card Administrator

Approved or Not Approved by Purchasing:

Approved or Not Approved by Grants (if applicable):

Approved or Not Approved by Assistant Controller:

If not approved, reason provided below: **Notes to workflow recipients:**