

Procurement Services

Procurement Card Limit Adjustment Form

Effective August 1, 2018 ProCard spend limits increases to \$5,000 Per Transaction and \$50,000 Per Cycle for all standard card procurement actions.

To modify a ProCard holder's Low Value Purchasing Authority limits, the department designated Financial Officer must complete this form and return to ProCard Program Administrator at: dana.allen@ucr.edu.

Department Name: _____

Department Code: _____ **ORG Code:** _____

Cardholder Name	Per Transaction Limit	Per Cycle Limit

To ensure Procurement Services records are current for your department, please identify the designated ProCard roles:

Department Card Administrator (DCA) Name: _____

Post Audit Reviewer Name: _____

Certification:

I approve the requested modifications to the cardholders named above and confirm that the appropriate controls exists to ensure adherence to UC and UCR policy.

Financial Officer Name & Title: _____

Signature: _____

Date: _____

Procurement Services Information:

Received Date: _____ ProCard Division # _____ Date Completed _____

Completed by: _____