



Procurement Card Limit Increase Request Form

Complete the below fillable form and submit to Procurement Services at purchasing@winthrop.edu along with any applicable documentation.

Date of Request:

Last Four Numbers on Card:

Cardholder Name:

CWID (Winthrop ID):

Department:

Email:

Permanent Increase To: _____

Temporary Increase To: _____

Please provide a thorough explanation and justification for the requested increase:

Signature of Cardholder:

Date:

Signature of Supervisor:

Date:

Signature of VP/Dean:

Date:

Signature of Procurement Authority:

Date:

President:

Date:

*In addition to the above justification, a temporary increase to more than \$2,500 for single transactions or more than \$10,000 for monthly limit requires backup documentation (i.e., quote) which must include the exact dollar amount of the desired purchase.