UNIVERSITY OF THE DISTRICT OF COLUMBIA 1851

Office of Contracting and Procurement

Purchase Card Limit Change Request

Section A – Cardholder Information and Requested Amount

Name: _____

Email: _____ Phone Number: _____

Requested Access to Merchant Code Category Group (MCCG): _____
Vendor Name and MCC Needed

Requested Transaction Amount: _____ Requested Monthly (Cycle) Amount: _____

Increase Start Date: _____ Increase End Date: _____

Funding Attributes for Purchase: _____
Index / Fund / Org / Prog / Account

_____ _____
Cardholder Signature Date

Section B – Justification and Department Approval

Justification:

_____
Department Head / Approving Official Name (Please Print)

_____ _____
Department Head / Approving Official Signature Date

_____
Executive Cabinet Member Name (Please Print)

_____ _____
Executive Cabinet Member Signature Date

Section C – OCFO Approval

I certify that funding is available to substantiate this request.

_____
Budget Analyst or Designee (Please Print)

_____ _____
Budget Analyst or Designee Signature Date

Section D – OCP Approval

___ Approved ___ Disapproved

Stephanie A. Johnson
_____
Vice President, Chief Contracting and Procurement Officer

_____ _____
Vice President, Chief Contracting and Procurement Officer Signature Date

Instructions

The Department is required to complete Section A and B, then submit the form to OCFO so that Section C can be completed. Once Section A, B, and C are completed, the Department may submit the form to the OCP for processing. If awarded by the Contract Officer, OCP will implement the requested action in PaymentNet and send the Cardholder a notification email.

Section A: Requesting Access to a Merchant Code Category Group (MCCG). If the transaction was declined due to a locked MCC, the Cardholder must write in both the vendor name and the Merchant Category Code needed. The Cardholder may view the MCC code required by logging in to PaymentNet, and then going to Transactions > Authorizations/Declines.

Requesting a Temporary Limit Change. Cardholders may request a temporary limit change if the total purchase price exceeds their authorized single limit or daily limit. Standard limits are $2,500.00 for both single and daily limits; for a Cardholder with standard limits, any purchase that exceeds $2,500.00 must be authorized via the Purchase Card Limit Change Request Form or is unallowable. The requested amount must be for the entire amount needed for a lump-sum purchase and must be rounded up to the nearest $10.00.

Example 1: CH requires a $5,037 purchase (exceeds single purchase limit). CH must request a limit change for $5,040.
Example 2: CH requires a $2,000 purchase and a $1,400 purchase to be made in the same day (exceeds daily purchase limit). CH must request a limit change for $3,410.

Cardholders may request a temporary limit change if the sum of their purchases exceed their authorized cycle limit. The standard cycle limit is $10,000.00; the payment cycle begins on the 21st of the month and lasts until the 20th of the following month, and acts as a declining balance account (which means that if spending exceeds your available credit, you will not be able to make purchases until the next payment cycle begins on the 21st). The amount requested must be for the entire amount needed for all purchases, to include any previous purchases made during the payment cycle.

Example 3: CH has a temporary cycle limit change for $20,000 until the 15th of the month and spends the entire $20,000. Once the limit change expires on the 16th, spending on the card ($20,000) exceeds the current cycle limit ($10,000), and the card cannot be used to make any additional purchases until the 21st (beginning of the new payment cycle). To avoid this occurrence, the Cardholder must either request the cycle limit be extended until the end of the payment cycle, or arrange payments to coincide with the end of the payment cycle.

Example 4: CH has spent $20,000 in the current payment cycle, and needs to spend another $10,000 before the payment cycle ends. The cycle limit request must be in the amount of

$30,000 ($20,000 + $10,000).

Requesting a Permanent Limit Change. Cardholders may request a permanent limit change by writing "Permanent" under the Increase Start/End Date. Permanent limit changes are rarely granted outside of the Executive Cabinet.

Section B: The Department must provide a justification for the requested action. The justification statement must include what is to be purchased, the approximate dollar value, the business purpose of the purchase, and clarification as to why the purchase cannot be made through existing procurement channels (Requisition/Purchase Orders). If there is insufficient space, the Department is required to write the justification on Department letterhead and attach it to the Limit Change Request Form; if included on a separate piece of paper, the justification must be signed by both the Approving Official / Department Head and a Member of the Executive Cabinet.

Section C: The purchase card's payment cycle begins on the 21st of the month, at which point all spending for the cycle resets back to zero ($0), and the full amount of the cycle limit may be spent for the remainder of the payment cycle. As such, if the limit change is in effect through multiple payment cycles, OCFO must multiply the requested cycle limit by the number of payment cycles that are impacted to ensure sufficient funds are available to cover the total potential spending under the requested limit change request.

The Department is to submit the limit change request form to OCFO for certification of funds - Brian Connell (brian.connell@udc.edu).

Section D: **Completed forms should be submitted to OCP for processing - Nathan J. Hunt (nathan.hunt@udc.edu).**