**VIRGINIA TECH**

**P-CARD SPENDING LIMIT ADJUSTMENT**

**Section A - to be completed by the Department Head or Delegated Representative**

I hereby certify that I have examined this cardholder's duties and estimate that the purchasing card be used for approximately

      transactions per month at a dollar value $       to $       per transaction.

Note: A "transaction" is one order placed with a vendor who accepts the card.]

Based on these estimates, I am requesting limits of $       per transaction (not to exceed $2,000) and $       total per month (not to exceed $ 1 00,000) be placed on this card. I will examine this cardholder's activity at least annually and if necessary, provide written recommendations regarding limit changes.

I agree that I will review and approve this cardholder's transactions and supporting documentation on a monthly basis.

|  |  |
| --- | --- |
| Cardholder: | Signature/Date: |

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| --- | --- |
| Dept Head/Delegated Rep: | Signature/Date: |

November 10, 2005