First Name: _____ Initial: _____ Last Name: _____

PeopleSoft ID: _____ Email: _____ Work Phone: _____

Cardholder Signature: _____ Date: _____

REQUEST FOR CHANGE OF CREDIT LIMITS

	$

Justification: _____

PeopleSoft Dept: _____ _____

REQUEST TO UNBLOCK A MERCHANT CATEGORY CODE

MCC blocks are designed to prevent unauthorized purchases. You can request an MCC code to be unblocked if you have had an authorized business purchase declined due to a blocked MCC.

I request the following Merchant be unblocked:

Supplier Name: _____ Amount of purchase $ _____

Business Purpose: _____

PeopleSoft Dept: _____ Dept Name: _____

AUTHORIZATION BY BUSINESS APPROVER REQUIRED FOR ALL CHANGES

Authorized By (Print Name): _____ Title: _____

Signature: _____ Date: _____

Controller _____ Date: _____
(for transaction limits $5,000 or more - not for software or equipment purchases)

FOR USE BY P-CARD TEAM ONLY

Request Completed by: _____ Date: _____ Orig $ _____
                                                              Temp $ _____

                                        Date: _____ Reset Date: _____