



founded in 1872

**LANDER UNIVERSITY**

*Office of Procurement Services*

## REQUEST FOR PROCUREMENT CARD LIMIT INCREASE

**CARDHOLDER NAME:**

**DATE:**

**TYPE OF INCREASE REQUESTED:**

**MONTHLY LIMIT (ML)      AND/OR      SINGLE TRANSACTION LIMIT (STL)**

**\*The default spend control is ML \$5,000/STL \$2,500**

**MLS7,000/STL\$2,500**

**MLS8,000/STL\$2,500**

**MLS10,000/STL\$2,500**

**MLS15,000/STL\$2,500**

**MLS25,000/STL\$2,500**

**MLS50,000/STL\$2,500**

**MLS5,000/STL\$5,000**

**MLS10,000/STL\$5,000**

**MLS15,000/STL\$5,000**

**MLS25,000/STL\$5,000**

**MLS35,000/STL\$5,000**

**MLS50,000/STL\$5,000**

**DEPARTMENT NAME:**

**VP SIGNATURE:**

**\*\*\*SECTION BELOW TO BE COMPLETED BY THE PROCUREMENT SERVICES OFFICE\*\*\***

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**LIMIT ADJUSTED** \_\_\_ / \_\_\_ / \_\_\_