

Aug-17

Job Aid

Requesting an increase (single transaction or monthly limit)

Email [Stephanie Dilworth](#) with the following information:

- Cardholder's Name and employee ID for whom the request is being done
- Last 4 digits of the card number
- Type of increase (single transaction or monthly limit) or block removal being requested
- In the case of limit increases, the exact dollar amounts the limits should temporarily be set to.
- The time period (start and end dates) for the limit increases or the block removal to be in effect. These must be concrete dates; typically the changes are made for 10 days, unless requested for a longer period.
- What the item is/are and the approximate purchase price(s).
- Who is/are the merchant(s)
- Explanation of why the charge(s) can't be paid by an itemized vendor invoice, check request form, or purchase order (PO).
- Business purpose for the charge(s)