



Procurement Services

Procurement Card Limit Increase Request Form

Complete the below fillable form and submit to Procurement Services at purchasing@winthrop.edu along with any applicable documentation.

Information

Cardholder Name:	<input type="text"/>	Date of Request:	<input type="text"/>
CWID:	<input type="text"/>	Last Four # on Card:	<input type="text"/>
Department:	<input type="text"/>	Email:	<input type="text"/>

Monthly TXN Limit

Please select increase type, specific amount, and indicate temporary dates if necessary:

Permanent Increase Above \$5,000:

Temporary Increase Above \$5,000:

Temporary Timing: _____ through _____

Single TXN Limit

Please select increase type, specific amount, and indicate temporary dates if necessary:

Permanent Increase Up To \$2,500:

Temporary Increase Above \$2,500:

Temporary Timing: _____ through _____

Justification

Please provide a thorough explanation and justification for the amount and timing requested:

Approvals

Signature of Cardholder:	<input type="text"/>	Date:	<input type="text"/>
Signature of Supervisor:	<input type="text"/>	Date:	<input type="text"/>
Signature of VP/Dean:	<input type="text"/>	Date:	<input type="text"/>
Signature of President or Designee	<input type="text"/>	Date:	<input type="text"/>