P-CARD INCREASE REQUEST

Last Revised: 6/2021

Accounts Payable: Accounts Payable@MiamiOH.edu

If you have any questions, please contact Customer Support at 9-9200

SUPPLY THE FOLLOWING INFORMATION:

Cardholder Name:

Increase Single Limit Amount To:

Last 4-digits of P-Card Number

Increase Monthly Limit To:

Vendor Name

Type of Purchase/Reason for Increase

Purchase Price As a general rule, purchases over \$5000 require a con to pay the merchant through Buyway. For questions c reach out to <u>purchasing@miamioh.edu</u> .	
Will grant funds be used to pay for this purchase? (If yes, a quote is required for any purchase over \$3,00	Yes No)0)
Effective Dates of Temporary Increase	
Permanent Increase Yes (If Yes, Include reason fo	r permanent increase below)
Cardholder Signature	Date
Approver or Chair/Director Printed Name	
Approver or Chair/Director Signature	Date
ACP Use Only:	
Changed by Signature	Date
MCC Group Change	Initial
MIAMI UNIVERSITY	ACCOUNTS PAYABLE (513) 529-9200

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