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|  | **PURCHASING CARD LIMIT AMENDMENT FORM** |

|  |  |  |  |
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|  | | | |
| **To:** | **Division Executive Director** | **Date:** |  |
| **From:** |  | **Dept/School:** |  |
| **Subject:** | **P- CARD LIMIT AMENDMENT** | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
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| Please amend the limit of the staff’s P Card as follows:- | | | | | | |
| Permanent | | | Temporary  to *Click here for date* | | | |
|  | | | | | | |
| **First Name:** | | | | | **Surname:** | |
| **Role:** | | | | | **Emp ID:** | |
| **Delegated Financial Authority** | | | $ | | | |
| **Revised Monthly Limit:** $ | | | | | | |
| **Revised Transaction Limit** (if any)**:** $ | | | | | | |
| **Reason:** | |  | | | | |
| **PCard Holder** | **Name:** | | | **Signature:** | | **Date:** |
| **Authorising Line Manager** | **Name:** | | | **Signature:** | | **Date:** |
| **Unitec Head of Finance** | **Manasi Khatkul** | | | **Signature:** | | **Date:** |
| **Authorised by**  **Executive Director** | **Name:** | | | **Signature:** | | **Date:** |
| Comments (if any): |  | | |  | |  |
|  | | | | | | |
| **Please forward this completed and fully signed memo to the Finance Administration Manager or the Assistant Accountant, Bldg 110-2009** | | | | | | |
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