

# University System of New Hampshire

## Temporary PCard Change Request

Please note request will not be processed if PCard reconciliation is not current.

### Cardholder Information

USNH Employee ID #

Cardholder Name

PCard Last Four Digits

Preferred Email Address

Preferred Phone Number

Start Date of the Request:

End Date of the Request:

\*Note: request may only be through end of the current fiscal year.

### I am requesting a temporary exception to the PCard policy for:

(Check all that apply.)

Increase in single purchase limit

Requested limit:

Increase in number of transactions per day

Requested number:

Increase in monthly spending limit

Requested limit:

Increase in number of transactions per month

Requested number:

Access to additional MCC (merchant category code)

Alcohol purchase (in accordance with [Policy 08 - 003 Alcohol](#))

Flowers for gift purchase (in accordance with [Policy 08 - 008 Awards, Gifts, Prizes](#))

Gift cards in accordance with any related policy(ies)

Other

Please describe below why the request(s) is/are needed and business purpose for the purchase(s).



**Please confirm the following:**

**PCard holder attests PCard transaction reconciliation is current.**

*Please note request will not be processed if PCard reconciliation is not current.*

**A copy of this form will be uploaded with related receipts upon transaction reconciliation.**

**By signing and authorizing this request, I will purchase in accordance to any USNH policy(ies) and accept responsibility for its use.**

Cardholder Signature

Printed Name/Title

Date

Cardholder Email

**Direct Supervisor/Designee or Principal Investigator (PI) Authorization**

I hereby authorize the request(s) on the above listed PCard.

Signature

Printed Name/Title

Date

**Additional Elevated Signature, if Applicable**

I hereby authorize the request(s) to the individual named above.

Signature

Printed Name/Title

Date

***Submit signed request through [Procurement Support/Inquiry ticket.](#)***

**For USNH Procurement Services Use Only**

**Procurement Approval**

Signature

Printed Name/Title

Date

**Additional Notes/TDx Ticket Number**