## **University System of New Hampshire**

## Request for Temporary Change to Purchasing Card

Current Card Type	Travel-Individual Abroad -Individual Standard Plus-Department Standard Plus-Individual				
Campus					
Cardholder information	)n				
USNH ID#	SNH ID # First name				
Last name	Department Name				
Start date of the exception:		End date of the exception:			
I am requesting a temp	porary exception for	r: (Check all that apply)			
Increase in single pu	rchase limit				
Increase in monthly	spending limit				
	of transactions per da				
	of transactions per mo	onth			
Access to additional	MCC				
Requested single purchase limit		uested number of sactions per month			
Requested number of transactions per day		Requested monthly spending limit			

		scretionary fund with fur scretionary fund with fur		
Gift Cards	one approved as		a calanico coro III)	
Other				
Approved discretionary	Fund Code for a	lcohol or flowers		
Please describe below	why the exception	on(s) is/are needed and	business purpose for the purchase	
Cardholder's Signature		Printed Name	Date	
<b>-</b>		or Principal Investigators above listed purchasing		
	Printed Name	e/Title	Date	
<b>Exceptions Authorizati</b> I hereby authorize excep		re be granted to the indiv	idual named above.	
Signature	Printed Name	e/Title	Date	
		PCard Manager use o	nly	
Exception request requires PCard Administrator intervention?	Yes No	If yes, e-mail a cop PCard Administrate		

I am requesting a one time permission to purchase the following with my PCard

(check all that apply):

A copy of this approved request must be included with support documentation for this purchase.