

# Highland Community College

## Permission to Increase Purchasing Card

Complete the following information if your purchase(s) will exceed your P card credit limit. Please give the Business Office 24 hours' notice to increase your limit.

Employee Name \_\_\_\_\_

Reason for P Card Increase \_\_\_\_\_

Amount needed on P Card to cover all dates listed below \_\_\_\_\_

Dates P card will need to be increased \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

VP for Finance/Operations Signature \_\_\_\_\_

Business Office Staff Signature \_\_\_\_\_

An email will be sent to the requester when the P Card has been increased and ready for purchase. A detailed, itemized receipt for all items purchased is required. All purchases must be coded and uploaded into VISA Spend Clarity as soon as possible. If you have any questions, please contact the Business Office.

The HCC Purchasing Card Holder Agreement will be followed at all times when using the purchasing card. Abuse of purchasing card will result in a hold placed on the card or cancellation if needed.