

**UTAH COUNTY PURCHASING CARD
CREDIT/TRANSACTION LIMIT CHANGE FORM**

DATE		DEPARTMENT	
LAST FIVE DIGITS OF CARD NUMBER			
REQUEST CHANGE(S) TO THE FOLLOWING LIMITS:			
DAILY NUMBER OF TRANSACTIONS			
MONTHLY NUMBER OF TRANSACTIONS			
DAILY DOLLAR LIMIT			
MONTHLY CREDIT LIMIT			
SINGLE PURCHASE LIMIT			

JUSTIFICATION FOR CREDIT LIMIT INCREASE

DEPARTMENT HEAD SIGNATURE	
PURCHASING AGENT APPROVAL	

FOR OFFICIAL USE ONLY

DATE REQUEST RECEIVED	
DATE REQUEST SENT TO BANK	
EFFECTIVE DATE OF CHANGE	
DATE DEPARTMENT NOTIFIED	