

Stonehill College
PURCHASING CARD
Pro Card Authorization Level Change
ADD/CHANGE/DELETE FORM

Cardholder Name _____

(please print)

Department/Org. _____

1. Request for **Additional** Department Org(s):

_____ ; _____ ; _____ ; _____

2. Request to **Delete** Purchasing Authority:

_____ ; _____ ; _____ ; _____

3. Request to **Add** Fund(s) Code:

_____ ; _____ ; _____ ; _____

4. Request to temporally increase authorized spending limit:

Choose spend limit:

\$10,000 to \$25,000

\$25,000 to \$50,000

Other _____

Dates: From _____ To _____

Reason for Changes: _____

Applicant Signature

Date

Budget Approver Signature

Date

Vice President Signature

Date