

**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	

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**FOR OFFICIAL USE ONLY**

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