

**REQUEST FOR CHANGE IN SINGLE TRANSACTION LIMIT**

**BANK OF AMERICA VISA**

I, \_\_\_\_\_, hereby request a new SINGLE TRANSACTION

Limit in the amount of     \$1,000     \$2,000     \$3,000     \$4,000     \$5,000  
    \$6,000     \$7,000     \$8,000     \$9,000     \$10,000

(check one amount)

Please specify if this request is:

**Permanent:** Please specify reason for change. (Justification for permanent increase must be approved by Materiel Management.)

\_\_\_\_\_  
\_\_\_\_\_

**Temporary:** Specify Effective Dates \_\_\_\_\_

\_\_\_\_\_  
Associate VP of Administration & Finance (only if permanent)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate Purchasing Card  
Program Administrator's Signature

\_\_\_\_\_  
Date