

**REQUEST FOR CHANGE IN SPENDING LIMITS
BANK OF AMERICA**

I, _____, hereby request \$_____ increase/
\$_____ decrease in the spending limit for the VISA purchase card.

New spending limit requested \$_____ (maximum monthly limit \$100,000)
cardmember to complete

Permanent: Please specify reason for change. (Will require approval from Materiel Management

Temporary

Specify Effective Dates: _____

Employee Signature/Date

Business Mailing Address

Manager's Signature/Date

Cost Center (Budget Code)

Corporate Purchasing Card
Program Administrator's Signature/Date

Associate VP of Administration & Finance
Signature/Date