

UMBC
VISA Purchasing Card Program
Approval of Monthly Credit Limit Exceeding \$15,000

It is the policy of the State General Accounting Division (GAD) that each cardholder's total available monthly credit (i.e., total for all cards controlled by the cardholder) should be limited to \$15,000 or less, whenever possible. This policy serves to minimize the State's liability under the **VISA** purchasing card program.

Based on the number of cardholders and level of purchasing in each department, we recognize that some cardholders will require a monthly limit that exceeds \$15,000. It is important for the department head authorizing a cardholder to receive a **VISA** purchasing card(s) exceeding this limit to recognize the potential liability to the University and the State of Maryland.

If you are requesting a card(s) that would provide one cardholder with a credit limit in excess of \$15,000 per month, please provide the information requested below, sign and date this form and return it to Ina Caplan with your application or change request. This form will be kept on file in the Procurement Department and may be made available for audit purposes as requested. When determining the amount of monthly credit needed, keep in mind the level of purchasing done by the department in previous months, as well as any new initiatives the department may be undertaking.

If you have any questions please contact the Purchasing Card Program Administrator, Ina Caplan, on extension 4558.

Based on the level of purchasing required of cardholder _____, (name)
I am requesting that he/she be allowed a total monthly credit limit of \$_____. (amount)
See breakdown below. I recognize this exceeds the recommended limit of \$15,000.

Card(s) controlled by cardholder:

<u>VISA Card #</u>	<u>FAS Account #</u>	<u>Requested Monthly Limit</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dean, Director or Department Head Approval:

Signature

Date