



P-card Deviation Request Form

The current \$5,000 single transaction limit is based on District policy. A request to increase the single transaction limit to \$10,000 for a single purchase will be reviewed, approved or denied based strictly on compliance with applicable Procurement guidelines. Funding source is a determining factor.

Request Date:

Last 4 digits of the P-card:

Cardholder Name (typed or printed):

Cardholder Signature:

Vendor Name:

Total purchase amount including applicable freight and taxes:

Attach all supporting documentation (i.e. quotes, sole source letter, state or cooperative contract number)

THE BELOW TO BE COMPLETED BY THE DISTRICT PROGRAM ADMINISTRATOR

Date Received:

___ Approved ___ Denied

DPA Signature:

Start date of increase (if applicable):

End date of increase (if applicable):

DPA explanation for the approval or denial of this request: