



UNIVERSITY OF SOUTH FLORIDA

Limit Change Form Guidelines

PCard Issue:

- PCards are issued by PCard Administration to cardholders as approved by the President or the Vice _President of respective areas.
- Only the Provost and Senior Vice President of USF Health may delegate authority to academic deans or administrators at no lower than AVP level to approve issuing PCards and approve- monthly credit limits and single-transaction limits or PCards
- Vice President of Student Affairs may approve PCards for student employees of Student Government
- Exception to approve PCards for non-allowed cardholders: Need justification and approval from area Vice President and approval of the Director of Purchasing and Property Services.

PCard Limits

- Standard amount for monthly PCard credit limit is \$5,000 or below with a single transaction limit of \$2,000 or below.
- **Temporary Exception:** Justification for a temporary exception on PCard limits must be submitted to the appropriate area Vice President or other delegated individuals as stated in USF system PCard Policy. (Provost and Sr. Vice President USF Health may delegate to academic deans or administrator at no lower than AVP level). Upon recommendation of the Vice President or other delegated individuals, the PCard administrator may approve or deny the request or may recommend changes to the Director of Purchasing and Property Services, who has the delegated authority to approve or deny a temporary exception. Note that exceptions are granted for a limited time period to cover a specific situation.
- **Permanent Exception:** Permanent exceptions to increase monthly credit limits and single transaction limits shall include a justification approved by the appropriate Vice President or other delegated individuals. The PCard Administrator will analyze the request to determine if an increase is prudent and provide a recommendation to the Director of Purchasing and Property Services who may approve or deny the request. Requests approved by the PCard Administrator and the Director of Purchasing and Property Services are submitted to the USF system University Controller for final approval or denial and then returned to the PCard Administrator for the action indicated.