

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

(check one amount)

Please specify if this request is:

Permanent: Please specify reason for change. (Will require approval from VP of Administration & Finance)

Temporary: Specify Effective Dates _____

VP of Administration & Finance (only if permanent)

Employee Signature

Date

Manager's Signature

Date

Corporate Purchasing Card
Program Administrator's Signature

Date