

**REQUEST FOR CHANGE IN SPENDING LIMITS**

**BANK OF AMERICA VISA**

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

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

Permanent

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