

ProCard transaction limit increase request form

New procedure for requesting procard transaction limit increase

Why?

We are using the Ariba module to utilize its approval flow function and ensure limit increase requests are approved by the authorized department approver(s). This form allows the user to enter all the necessary transaction information needed to process each requests.

When?

The ProCard limit increase form is now available. We will be transitioning the limit increase procedure to this limit increase form effective July 1st. We encourage procard users to utilize the form as soon as possible. The procard office will no longer accept limit increase requests by email beginning Fall 2015.

How?

1. Go to Ariba Spend Management
2. Click on "Create" – Card Limit Increase"
3. Complete the information
4. "Submit" and you are done!

The screenshot shows the Ariba Spend Management interface for a ProCard transaction limit increase request. The page title is "WLI795: Untitled Card Limit Increase". The navigation bar includes "Home", "Contracts", "Procurement", "Travel", "Invoicing", "Reimbursement", and "DREBERT". The main content area is divided into sections: "Summary", "Approval Flow", "COMPLETE FORM - CARD LIMIT INCREASE", "COMMENTS - ENTIRE CARD LIMIT INCREASE", and "ATTACHMENTS - ENTIRE CARD LIMIT INCREASE".

COMPLETE FORM - CARD LIMIT INCREASE

Cardholder: CAROLYN D. DREBERT

Type of Increase: * Single

Supplier Name: *

Item Description: *

Single - Total Transaction amount: * USD

Budget Number: * (none selected)

Object Code: * (none selected)

Department Name: *

COMMENTS - ENTIRE CARD LIMIT INCREASE

Add a complete description of what is being purchased
If there is a contract to be signed, please "Add Attachment"
When completed, click on "Submit"

Comments: This will be routed to the person in your department who has Procard Approval then onto the appropriate Procard/Buyer for final approval.
Once this has been completed and your request approved, an email notification will be sent to the cardholder and approver letting you know to contact the merchant to process the charge.

ATTACHMENTS - ENTIRE CARD LIMIT INCREASE

Add Attachment

What happens next?

Your request is automatically routed to your department's "Procard Approver" as assigned in ASTRA. When it has been approved, your request is routed to the appropriate buyer/approver for review (if needed).

The ProCard office is automatically notified and we will process your request as soon as possible. You will be notified when the request is approved. The merchant can be contacted to process the amount for payment.