

# ProCard transaction Limit Increase Request form (WLI)

The ProCard limit increase form is available in Ariba. Please use this form to submit a request an increase to a ProCard for:

- Single transaction limit amount
- Monthly transaction limit amount
- Both

If you have a contract that needs to be reviewed /signed by Purchasing, please submit the Contract Review form (RV) first before submitting this increase form. Once you have RV approved, include the RV number in your increase request.

1. Go to Ariba
2. Click on “Create” – Card Limit Increase”
3. Complete the information
4. Add an attachment showing the cost of the purchase
5. “Submit” and you are done!

The screenshot shows the Ariba ProCard transaction Limit Increase Request form (WLI) interface. The form is titled "WLI17759: Untitled Card Limit Increase" and includes navigation buttons for "Prev", "Submit", and "Exit". A message states: "Review your request, make changes as necessary, and then submit it for approval." The form is divided into sections: "Summary" and "Approval Flow". The "Summary" section contains the following fields:

- Title: Test Card Limit Increase
- My Labels: 1 Apply Label...

The "COMPLETE FORM - CARD LIMIT INCREASE" section contains the following fields:

- Cardholder: Heather L. Nicholson
- Type of Increase: \* Single
- Supplier Name: \* ReddyGo
- Item Description: \* Educational Supplies
- Single - Total Transaction amount: \* \$5,500 USD
- Budget Number: \* 743460 (PROCUREMENT)
- Object Code: \* 059900 (MISCELLANEOUS)
- Department Name: \* Procurement Services
- Contract Review Number (if applicable): RV12345

The "COMMENTS - ENTIRE CARD LIMIT INCREASE" section contains a text area with the placeholder text: "Add a complete description of what is being purchased."

The "ATTACHMENTS - ENTIRE CARD LIMIT INCREASE" section contains an "Add Attachment" button.

Navigation buttons for "Prev", "Submit", and "Exit" are located at the bottom of the form.

**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.