## FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Provided by Cardholder:
Last 4 digits of card:

## CHANGE IFOAP OR CREDIT LIMIT FOR DISTRICT PROCUREMENT CARD

Division/Department:				
Position:			F/T	P/T
mmediate Supervisor:				
E-Mail Address:	Office Phone #:			
Employee CWID #:	Date of Birth:			
Old Banner IFOAP: <i>Ind</i>	lex: Fund. (6-digits)	:Orgr	:Acct: 4	4900 <i>Prgm</i> :(6-digits
New Banner IFOAP: In	dex: Fund	d:Org	n:Acct:	: 4900 Prgm:(6-digits
mportant Note: Procurement Office if you intend to charge ye PROCARD CREDIT L	your transactions to your F	Foundation FOAP.	with 844, 845, or 846. P	lease contact the Foundatio
		NDARD LIMIT: S	\$2,000	
Star	ndard Limits will be		,	66,000)
f you require higher de			, , , , , , , , , , , , , , , , , , , ,	
Supervisor initial next t Note: Authorizing Supervisor	to the request.  s have authority to approve  Current Credit	e an increase to the sta  New Credit	ndard limit of up to \$6,0 Supervisor's	
Supervisor initial next t	to the request.  s have authority to approve	e an increase to the sta	ndard limit of up to \$6,0	
Supervisor initial next t	to the request.  s have authority to approve  Current Credit  Limit:	e an increase to the sta New Credit Limit:	ndard limit of up to \$6,0 Supervisor's	
Supervisor initial next to Note: Authorizing Supervisor  Temporary Increase  Permanent Increase	to the request.  s have authority to approve  Current Credit  Limit:  FROM:	e an increase to the sta New Credit Limit:	ndard limit of up to \$6,0 Supervisor's Initials: TO:	
Supervisor initial next to Note: Authorizing Supervisor  Temporary Increase Permanent Increase  Printed N	to the request. s have authority to approve Current Credit Limit: \$	e an increase to the sta New Credit Limit:	ndard limit of up to \$6,0 Supervisor's Initials:  TO: Exte	ension:
Supervisor initial next to Note: Authorizing Supervisor  Temporary Increase  Permanent Increase	to the request.  s have authority to approve Current Credit Limit:  FROM:	e an increase to the sta New Credit Limit:	ndard limit of up to \$6,0 Supervisor's Initials:  TO: Exte	000 per month.

A Credit Limit above \$10,000 will require further approval by the appropriate Vice President, President or Vice Chancellor.