

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Provided by Cardholder:  
Last 4 digits of card:  
\_\_\_\_\_

**CHANGE IFOAP OR CREDIT LIMIT  
FOR DISTRICT PROCUREMENT CARD**

Cardholder's Name: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Position: \_\_\_\_\_ F/T \_\_\_\_\_ P/T \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

Employee CWID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Old Banner IFOAP: Index: \_\_\_\_\_ Fund: \_\_\_\_\_ Orgn: \_\_\_\_\_ Acct: 4900 Prgm: \_\_\_\_\_  
(6-digits) (6-digits) (6-digits) (6-digits)

New Banner IFOAP: Index: \_\_\_\_\_ Fund: \_\_\_\_\_ Orgn: \_\_\_\_\_ Acct: 4900 Prgm: \_\_\_\_\_  
(6-digits) (6-digits) (6-digits) (6-digits)

**Important Note:** Procurement cards do not use Foundation FOAPs that start with 844, 845, or 846. Please contact the Foundation Office if you intend to charge your transactions to your Foundation FOAP.

**PROCARD CREDIT LIMIT INCREASE/DECREASE**

**STANDARD LIMIT: \$2,000**

**Standard Limits will be set as follows:** (i.e., \$2,000, \$4,000, \$6,000)

If you require higher default limits, please specify on the line below and have the Authorizing Supervisor initial next to the request.

**Note:** Authorizing Supervisors have authority to approve an increase to the standard limit of up to \$6,000 per month.

Current Credit Limit:	New Credit Limit:	Supervisor's Initials:
\$		

**Temporary Increase** FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
**Permanent Increase**

\_\_\_\_\_  
Printed Name of Authorizing Supervisor Extension: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing VP, President, VC Supervisor

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