

Purchasing Card Temporary Increase Request

Dynamic Form

Per Swipe Increase vs. Monthly Limit

US Bank PCard amounts are typically set up with a \$2,500.00 PER SWIPE amount and a MONTHLY LIMIT of \$3,500.00. US Bank cuts the statements on the 25th day each month unless the 25th lands on a weekend or a holiday. If the 25th falls on a weekend or a holiday, the statement will cut on the next Business Day. When requesting a PCard increase please take into consideration your PER SWIPE and MONTHLY LIMIT amount.

PER SWIPE is defined as the allowable amount you can charge per transaction. If you have a PER SWIPE of \$2,500.00 the card holder can go to a merchant and make a purchase less than or equal to \$2,500.00 but not over that amount. The card holder can then make another purchase at another merchant in the amount less than or equal to \$2,500.00. If your transaction amount is greater than \$2,500.00 a PER SWIPE increase will need to be completed or the transaction will be declined by US Bank due to insufficient funds.

The MONTHLY LIMIT of \$3,500.00 is the amount the PCard holder is authorized to charge within the statement cycle. The statement cycle is the 26th of each month through the 25th. The MONTHLY LIMIT will start over at \$3,500.00 on the 26th. If your MONTHLY PURCHASES are greater than \$3,500.00, a MONTHLY LIMIT increase will need to be completed or the transactions above the monthly limit will be declined. Please visit US Bank at www.access.usbank.com to monitor your Current Monthly Balance.

Transaction Increase Amount:

Monthly Increase Amount:

Start Date:

End date:

Transaction Increase Amount – Indicate the amount that is needed to cover the purchase. Everyone's Transaction Limit is \$2,500. If you need to make a purchase for \$3,000. Per Swipe Increase Amount will need to be \$3,000.00.

Monthly Increase Amount – This amount should incorporate your monthly limit + amount requesting to make additional purchases. If your PCard Monthly limit is \$3,500 and you need an additional \$3,000 to make the purchase. The Monthly Increase Amount will be \$6,500.