

## 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 25<sup>th</sup> day each month unless the 25<sup>th</sup> lands on a weekend or a holiday. If the 25<sup>th</sup> 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 26<sup>th</sup> of each month through the 25<sup>th</sup>. The MONTHLY LIMIT will start over at \$3,500.00 on the 26<sup>th</sup>. 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](http://www.access.usbank.com) to monitor your Current Monthly Balance.

Transaction Increase Amount:

Monthly Increase Amount:

Start Date:

End date:

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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.