



# Board of County Commissioners Purchasing Division

State of Florida

## P-CARD TRAVEL SPEND INCREASE REQUEST

*\*Available limits are: \$10,000 / \$20,000 / \$30,000 / \$50,000 and \$75,000*

Cardholder Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Cardholder Title: \_\_\_\_\_ Current Spend Limit: \$ \_\_\_\_\_

Department: \_\_\_\_\_ Spend Limit Requested\*: \$ \_\_\_\_\_

INCREASE TO NO SINGLE TRANSACTION LIMIT DURING TRAVEL DAYS? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Travel Purpose:** \_\_\_\_\_

**Travel To:** \_\_\_\_\_

**Travel Dates:** \_\_\_\_\_

*I certify that the above mentioned travel has been pre-approved and in accordance with the County Travel Policy. Please attach County Pre-Approval Travel Request signed authorization.*

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director's Signature

\_\_\_\_\_  
Date

***Purchasing Use Only***

\_\_\_\_\_  
*Purchasing Manager's Approval Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date authorized in BoA Work Program by P-Card Administrator*

*Initials:* \_\_\_\_\_

Revised: 11.6.24