MM014 - PCard credit limit and travel change request form

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| Instructions | | | | | | | | | | | | | | | | | | | |
| * Use this form when needing to change purchasing card credit limits, to open the card for cash withdrawal for travel, or to inform the bank when frequently using the card on a trip outside South Africa. * Refer to the online help topic: [Policy: Using the Purchasing Card for subsistence and travel](http://help.uct.ac.za/sapfsg/uctcard/policy__using_the_purchasing_card_for_subsistence_and_travel.htm). * Scan completed form and email to [fnd-pcard@uct.ac.za](mailto:fnd-pcard@uct.ac.za); post the original form to P Card Admin, 2nd Floor Meulenhof (previously known as Shell Court), 93 Main Road, Mowbray. * Allow 5 working days for processing by Purchasing card administration and the bank. | | | | | | | | | | | | | | | | | | | |
| A. Department details | | | | | | | | | | | | | | | | | | | |
| Card holder name | |  | | | | | | | | Department: | | | |  | | | | | |
| Card processor name | |  | | | | | | | | Purpose of change: | | | | | | | | | |
| Card number (last 6 digits only for security) | | | | | |  | | | |
| B. Card limit changes  Contact Nedbank Helpdesk (086 172 2731 *o*r 010 217 4024) to check the permanent credit limit and current available balance. | | | | | | | | | | | | | | | | | | | |
| Temporary change: | | | Start date: | | | | | | | Close date: | | | | | | | | | |
| Permanent change: | | | Start date: | | | | | | | Fund number | | | |  | | | | | |
| Permanent credit limit | R | | | Available credit | R | | | Extra credit required | | | R | | | New total credit limit | | | | R | |
| C. Opening the card for foreign travel  The cardholder must email rfservicing@Nedbank.co.za to inform Nedbank Helpdesk if you plan to use your card outside the country, listing countries to be visited and departure and return dates. (Required for Fraud Division to prevent card blocking.) | | | | | | | | | | | | | | | | | | | |
| D. Using the P Card for S&T type expenses  You may either use the card for S&T type expenses OR claim an S&T allowance/advance, not both. Examples of S&T expenses are meals, local travel (e.g. taxi to airport, tips, etc.). See [S&T policy Attachment C](http://www.staff.uct.ac.za/sites/default/files/image_tool/images/431/finance/operations/policies/pay002.pdf).  If using a cash facility on the card, keep your slips for *all* purchases, provide your card processor with a detailed reconciliation of the cash withdrawals. | | | | | | | | | | | | | | | | | | | |
| I require a cash facility and I am **not** drawing an S&T allowance/advance | | | | | | | | | | | | | | | | | Yes /  No | | |
| Cash withdrawal required | | | | Start date: | | | Close date: | | | | | Total cash required | | | | |  | | |
| E. Authorisation | | | | | | | | | | | | | | | | | | | |
| I have a legitimate requirement to use the Purchasing Card in line with the above requested changes. | | | | | | | | | | | | | | | | | | | |
| Card holder signature | | | |  | | | | | | | | | Date | |  | | | | |
| * The person named on this form has a legitimate requirement to use their card in line with the above changes. * I authorise the requested changes on this PCard. | | | | | | | | | | | | | | | | | | | |
| Line Manager | | | |  | | | | | Signature | |  | | | | | Date | | |  |
| Fund Holder | | | |  | | | | | Signature | |  | | | | | Date | | |  |
| Head of Department | | | |  | | | | | Signature | |  | | | | | Date | | |  |
| Faculty Finance Manager | | | |  | | | | | Signature | |  | | | | | Date | | |  |

**For permanent limit changes Note: *Provide a letter of motivation for limit changes above R30,000***

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| Dean/ED |  | Signature |  | Date |  |

**For temporary limit increases below R50,000 Note: *Provide a letter of motivation for this change***

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| PCard Manager / Senior Contracts Manager |  | Signature |  | Date |  |

**For temporary limit increases above R50,000 Note: Provide a letter of motivation for this change**

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| Director: PPS |  | Signature |  | Date |  |
| ED: Finance |  | Signature |  | Date |  |