



P-card Credit Limit Approval Policy (July 2009)

The Finance department has established a default credit limit of \$3,000 for all P-cards. Please see Attachment 1 for a list of exceptions that were grandfathered in to match the credit limits on the old master cards.

Any other exceptions to the default credit limit must be indicated on the Purchasing Card Agreement along with the following approvals:

Credit Limit	Required Approvals
\$3,001 - \$5,000	Immediate Supervisor and Assistant Director of Finance
\$5,001 - \$10,000	Divisional Vice President and Director of Finance
> \$10,000	Divisional Vice President and Vice President of Business and Finance

Completed Purchasing Card Agreements should be submitted to the Financial Accounting Technician for processing.

Emergency Procedures –

Situations occur when an individual's card is denied (ie. credit limit exceeded, MCC violation, etc.). A temporary exception can be arranged, where appropriate, by contacting the Financial Accounting Technician (920-403-3961). The technician will use their discretion in approving this temporary change for < \$2,500, while any request for \$2,500 or greater needs the approval of the assistant director of finance or the finance director prior to implementing the change.