

Subject: Update to PCard limit increase process

Date: Friday, September 4, 2020 at 3:58:21 PM Eastern Daylight Time

From: Program, P-Card

Priority: High

Payroll and Payment Services: First Friday Five



Good afternoon,

Please see the most recent [First Friday Five \(FFF\) article](#) regarding the update to the PCARD limit increase process.

The Boston University Purchasing Card ("PCard") Program is designed to provide an efficient means of making routine purchases of under \$1,000.00 per purchase, with a \$10,000.00 per month credit limit. As Boston University's PCard program continues to grow during uncertain times, our Payment Services team has been hard at work adapting new procedures to better meet the business needs of the University and of participating departments. Beginning on Monday, 9/7/20, the PCard team is rolling out an enhanced temporary increase request system:

- On rare occasions, temporary PCard spend increase requests can be approved due to unusual circumstances.
- Beginning 9/7/20, all increase requests will now be submitted through [this form](#) and can no longer be submitted through Service Now or by emailing the PCard team directly. Please note that all fields on this form are mandatory, and an appropriate invoice, quote, screenshot, and/or further approval from Procurement must be attached.
- Increase requests can only be made by the **authorized cardholder's approver**, as denoted within the BOA Works system. **These requests cannot be made by cardholders themselves.** If you are a cardholder and are unsure of who your authorized BOA cardholder approver is, or wish to change your approver, please let us know at pcard@bu.edu.
- All previous PCard transactions must be fully signed-off and allocated by both the cardholder and approver before a temporary increase request can be approved.

Payment Services truly appreciates your time and effort toward the continued the success of this program.