

**Credit Card Limit Increase Policy and Procedure**

Any employee needing a higher limit on their VISA card to make a **purchase that is within their budget** must…

1. Create an email to their supervisor, with the approving manager (see note), and Colleen Mains cc:ed, requesting:

a. Amount of increase needed on the visa

b. Vendor

c. Where the funds will be expensed to

d. When the increase is needed

2. The supervisor must **reply all** approving or rejecting the request for an increase.

3. Then the approving manager must **reply all** approving or rejecting the request for an increase.

4. Once both the supervisor and approving manager approve the increase, Colleen will increase the limit and reply all that the purchase is ready to be made.

5. Once the purchase is made and payment is sent to VISA, the limit will be brought back down to its original amount.

**No increase to the limit will be given until all parties have approved the increase.**

(NOTE, if the supervisor/dept head is asking, then only the approving manager needs to be on the email.)

EXAMPLE

