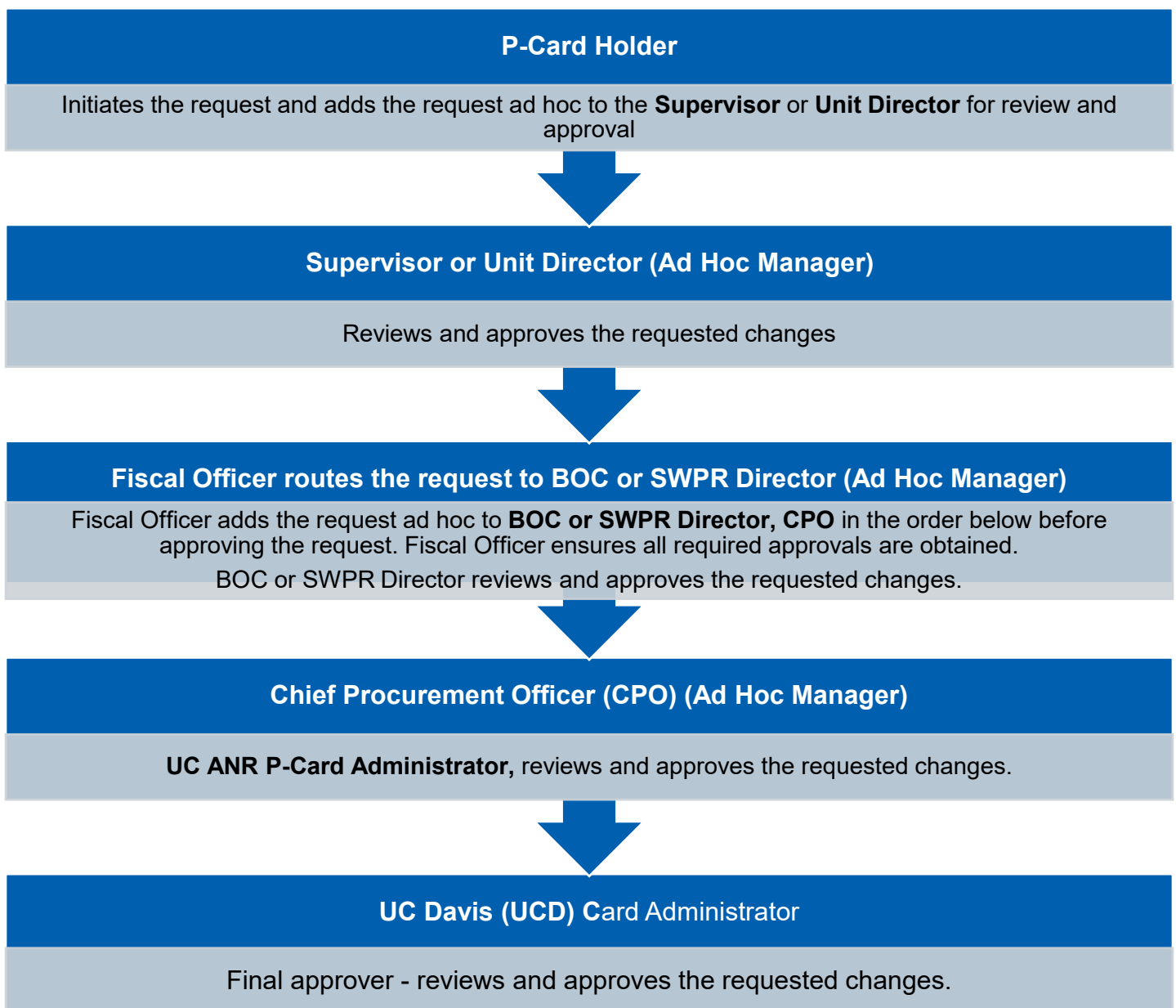


Procurement Card (P-Card) Limits – Requests to Adjust Limits

UC ANR Procurement, in consultation with the UC ANR Controller's Office, establishes spending limits for each procurement card (P-card) based on business justification and the P-card Holder's job responsibilities. Cardholders must obtain prior approvals before changing these limits.

To request any changes to P-card limits, UC ANR has implemented a structured approval process within AggieExpense using ad hoc routing. The P-card Holder must add the Supervisor or Unit Director before completing the request. As the Default Approver in AggieExpense, the Fiscal Officer routes the request to the Business Operations Center (BOC) or Statewide Programs and REC* Operations (SWPR) Director and Chief Procurement Officer (CPO) and ensures that all necessary approvals are obtained before final review and approval by UC Davis.



Within AggieExpense, the P-Card Holder or Requestor is required to provide a clear and detailed justification for any requested increase in spending limits. P-Card Holder must complete the following:

P-Card Holder	Name and Title Code of the P-Card Holder.
Cycle/Monthly Limit Amount	The monthly cycle transaction dollar limit.
Single Purchase Limit	The maximum allowable amount for a single transaction.
Daily Purchase Limit	The maximum allowable amount for a day.
Timeframe	The duration for which increased limit is requested (e.g., 1 month).
Detailed Business Justification	A clear and specific explanation of the business purpose or justification for the limit increase.

P-Card limits and transactions are subject to periodic reviews. These reviews ensure compliance and accountability, and adjustments to P-Card limits are made based on the review findings.

References and Related Policies

[BFB-BUS-43 Purchases of Goods and Services; Supply Chain Management](#)