

Form Name	Description and Use
Limit Change Form	Used to change single and/or monthly limits at the discretion of the employee's department and the Disbursements Office. Changes are temporary but can become permanent with sufficient and apparent need. Please keep in mind the original limits when applying for a change to reduce processing time. For limit changes over \$5,000, an invoice is required to be submitted with the Limit Change Form.
Usage Change Form	Used to change the available MCC Codes on the Purchasing Card. Changes are temporary but can become permanent with sufficient and apparent need.
Temporary Cardholder Form	Needed for Department Cards to be used by an employee not listed as the cardholder. Form is active for one Fiscal Year and must be renewed every July.
Alcohol Authorization Exception Form – Business Meal(s)	Form needed for one time authorization of alcohol purchases for a business meal. Must be received and approved BEFORE the purchase.
Exception Authorization Form	Used for purchases that are not typically allowed under policy. Can be used for one time purchases or for one Fiscal Year and must be renewed every July.
Cardholder Information Update	Used to update an existing card. This will not issue a new account number, it will issue a new card with updated information. Examples of this would be a name change, department change, or position change.

MCC Group	Description
Unusual – High Risk	Allows access to typically not allowed stores. Examples include liquor stores, rental properties, contractors, etc.
Travel (T&E)	Allows access to airlines, hotels, rental cars, etc.
General Purchases (Office Supplies/Commodity)	Allows access to general merchandise stores, restaurants, conference fees, online orders, Staples, etc.
Medical	Allows access to the purchasing of medical supplies and equipment. Also includes doctor's offices and hospital visits.
Motor Pool	Allows access to automotive dealers, parts, and repair shops. Allows access to car washes, towing services, tolls/bridge fees, parking, and truck stops.
Legal/Tax	Allows access for court fees and tax payments.
Physical Plant	Allows access to HVAC, boat/marina supplies, and paint and tire shops.