**New Carleton Purchasing Card Request Message Template**

**Send to:** Employee Supervisor

**CC**: Nick Sahli - [nsahli@carleton.edu](mailto:nsahli@carleton.edu)

**Email Subject:** Request for New Purchasing Card

**Supervisor or Department Administrator Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please review the following information pertaining to my request to become a Carleton purchasing cardholder. **Reply all** with an affirming statement of “Approved” to confirm your authorization of a new account.

**Cardholder Information:**

* Preferred card embossing name (if different than legal name): \_\_\_\_\_
* Department: \_\_\_\_\_\_\_\_

**Credit Limit information:**

Default card limits are $2500 monthly/$1500 single-purchase.

Temporarily limit increases can be requested by contacting the Business Office. For fraud prevention, this practice is encouraged over permanent limit increases.

If my role with the college requires a higher credit limit, please approve the following:

* Proposed Limits:
* Limit adjustment justification:

Thank you,