

Appendix 5. Application to amend cardholder's credit limit

Complete and email to Head of Transactional Services, darren.francis@reading.ac.uk

Name of cardholder

Department

Authorising Manager

Current monthly financial limit:

£

Current single item transaction limit:

£

New monthly financial limit requested:

£

New single item transaction limit requested:

£

Please state the reasons why you wish this cardholder's card limits to change:

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.....

Head of School/Function (name in capitals)

Head of School/Function Signature

Date

If guidance has been provided by Procurement please provide the details below and the name of the person who advised

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Head of Transactional Services Signature

Date