

STATE OF OHIO



PURCHASING CARD PROGRAM



SPECIAL APPROVAL REQUEST FORM

USE THE "TAB" KEY TO NAVIGATE THROUGH THE FORM FIELDS.

Instructions for Agency Pcard Administrator:

1. Enter your Business Unit and the date of request.
2. Enter the name of the cardholder for whom the exception(s) will apply.
3. Complete one or more of the following sections:
 - a. Complete "Section I, Spending Limits", for any exceptions to established Single Transaction or Cycle Limits (**Utility Payments Only**)
 - b. Complete "Section II, Other Exceptions", for any other exception to the State Purchasing Card Policy
 - c. Complete "Section III, Merchant Category Code Authorizations", for any exceptions related to authorized Merchant Category Codes
4. Click "Approval" boxes once internal procedures for approval are completed.
5. Save the file in Word format only and send via email to: jason.bartholow@obm.state.oh.us

Business Unit:

Date of Request:

Cardholder Name:

OAKS Employee ID:

Section I: Spending Limits:

Cardholders can receive approval for one or more of the following spending limit exceptions. Click the box next to each spending limit exception requested, enter the desired levels, and justify the request below.

Spending Limit Exception	Vendor Name	Amount	Permanent	Temporary (Indicate Ending Date)
Cycle Limit > \$15,000		-	<input type="checkbox"/>	<input type="checkbox"/>
Max. Anticipated Total of Monthly Utility Bills		-		
Single Purchase Limit > \$2,500		-	<input type="checkbox"/>	<input type="checkbox"/>
Largest Monthly Utility Bill		-		

Justification for increased spending limits.

