



Credit Card Limit Increase Request Form

If you would like to request an increase to the credit limit on your University credit card, please return this completed form to procurement@kent.ac.uk.

Name on the card: _____

Last **four** digits of the credit card:

Please Increase the credit card limit by an **additional**:

Single transaction £ Monthly overall limit £

Please indicate if this a temporary increase or permanent increase request

Justification for requesting the limit increase:

Credit card increases are not automatically approved and may be declined dependent upon circumstances.

“Please note that all card transactions will be analysed for appropriate use.”

Name of person making the request: _____

Email: _____ Department: _____

Budget holder name: _____

Budget holder signature: _____ Date: _____

Procurement department use

Increase request approved:

Name: _____ Signature: _____ Date: _____

