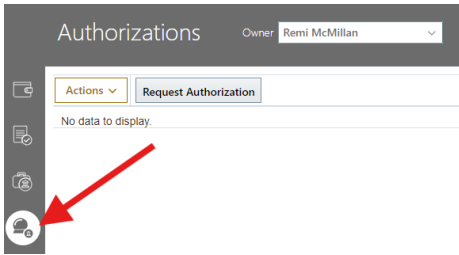


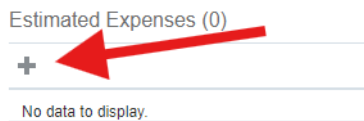
How to do a Card Increase

Go to Expense from your home page and click on Authorizations.

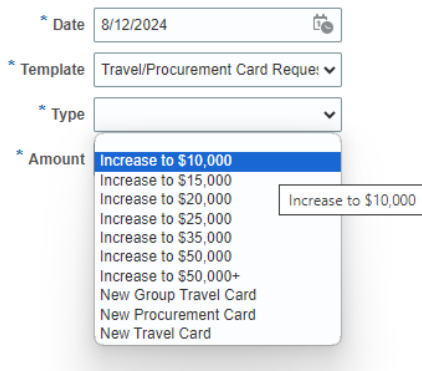


From there you can click on Request Authorization and enter a purpose into the purpose field. (e.g. Pcard Increase)

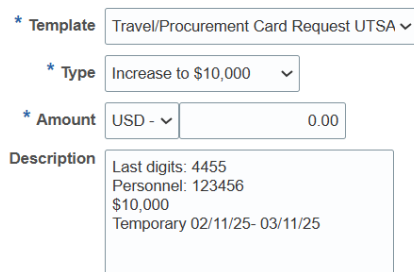
Enter your official station as the expense location and the start and end dates can be the current date.



Next, pick the template for "Travel/Procurement Card Request". Under type, click on the increase amount you are requesting and **enter zero in the amount field**.



In the description box, please enter the last 4 digits of your card, the amount you are requesting, and your personnel number. For increase limits over \$50,000, please also enter that amount here. Increases over \$50,000 are in \$25,000 increments. Please also write whether the increase is temporary or permanent in the description box. If temporary, please list the start and end dates.



Then hit Save and Close. On the next screen, click Submit.