**Requesting a P-Card Increase**

**Overview**

The limit on a P-Card can be increased at any point in Concur with the proper justification and approval. For more information on the P-Card and P-Card policies, visit our new [travel site](#).

**Step One:**

Log into concur.app.clemson.edu

**Step Two:**

Navigate to the **Request** tab and click **Create New Request.**
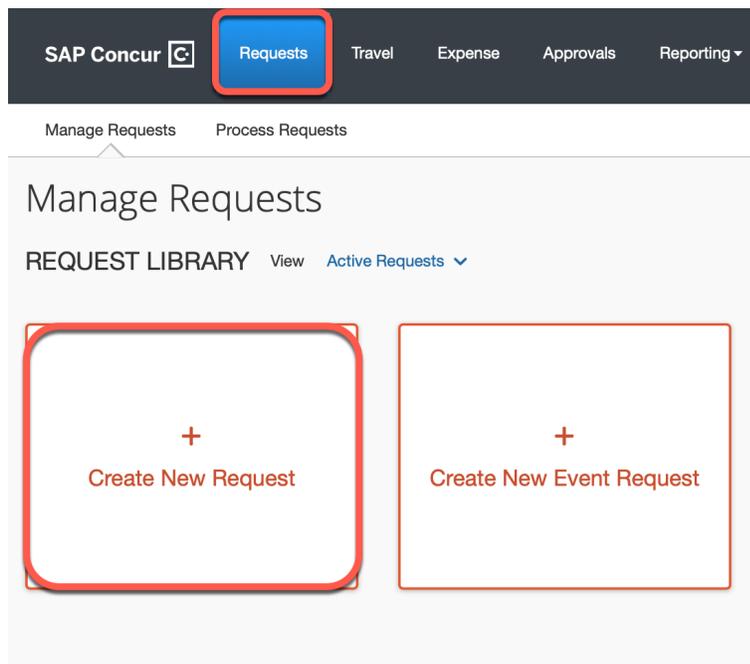


**Step Three:**

Fill in all required boxes.

1. **Request Type**: University Card Services Request
2. **Card Request Description**: "Card Increase"
3. **University Card Request Type**: #2 Change to Existing Card
4. **User Type**: Select either CU or CUF employee
5. **Business Unit, Department, Fund, Project/Grant**: Enter the default chartfield string for your department.

Click **Create Request**.

## Edit Request Header

Card Increase  |  Request ID: 39JK                                                                    ✕

\* Required field

**Request Type**

2. University Card Services Request

**Card Request Description** \*

Card Increase

**University Card Request Type** \*

02. Change to existing card

**User Type** \*

1. Clemson Employee

🔴 **Business Unit** \*                         ①

▼   Search by Code

**Department** \*                              ②

**Fund** \* ❓                                  ③

🔴 **Project/Grant** \*                         ④

**Additional Information**

                                                              Cancel        **Save**

**Step Four:**
Click **Add**

SAP Concur [C]    **Requests**    Travel    Expense    Approvals    Reporting ▾    App Center      New Theme ⓘ        Administration ▾     Help ▾
                                                                                    Off ⬤▭             Profile ▾  👤

Manage Requests    Process Requests

# Card Increase  🗑

Not Submitted  |  Request ID: 39JK                                          Copy Request    Submit Request

Request Details ▾    Print ▾    Attachments ▾

**EXPECTED EXPENSES**

**Add**    Edit    Delete    Allocate

No Expected Expenses
Add expected expenses to this request to submit for approval.

**Step Five:**
Select #3 **Card Limit Change** from the expected expense drop down list.
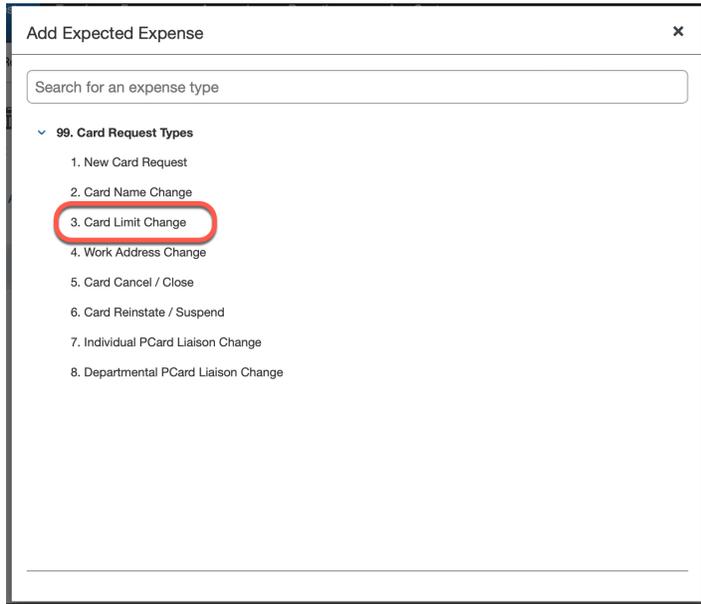


**Step Six:**
Complete all required fields marked with a red asterisk.

1. **Type of Limit Change**: Monthly changes your monthly limit ($20,000 is standard), Single Transaction changes how much can be spent when making one purchase ($2,500 is standard).
2. **Type of Increase**: Permanent or Temporary
3. **Limit Requested**: Enter the desired amount here. <span style="color:red">If you are needing to increase a new p-card, choose Monthly Limit Change and enter 20,000 in this section.</span>
4. **Limit Change Start Date**: If you are needing to make a purchase, please enter the date that the purchase needs to be made. If you are needing to increase a new card limit, enter today's date.
5. **Temp Limit End Date**: Only fill out if the increase is temporary. Enter the last day that the purchase can be made.
6. **Supplier Name**: Only required if increasing your card for a specific purchase.
7. **Business Justification for Increase**: Enter the information about why you are needing the increase. Example: Received new card and need to increase for purchasing or need to make a one-time purchased of _____.

Once all fields have been completed click **Save**.

**Step Seven:**
Click **Submit Request**.

Note: Yellow Alerts are not errors, they are helpful tips for your awareness.



**Step Eight:**
Once a card increase request has been submitted it will go straight to the Card Administrator. You can check the status of your request by clicking **Request Details** > **Request Timeline**. **Please allow 2 business days for the Card Administrator to approve the request.**