



**Expense Management – Finance & Business Services Division**

**Corporate Credit Card Limit Adjustment Request**

Complete this form to request a change to the current spend limits on your Corporate Credit Card

All fields are mandatory and completed form must be emailed to [expenses@uq.edu.au](mailto:expenses@uq.edu.au) for processing. Approved increases are TEMPORARY and valid only for a maximum 3 month period after which will revert back to the UQ Standard Corporate Card limits of \$5,000 per transaction and \$20,000 credit limit per month.

**Applicant/Cardholder Information**

Full Name	
UQ Sign-on/Kerberos ID	
Job Title	
School or Equivalent	
For card ending in (last 4-digits only)	

**Please indicate below which type of change you are requesting**

Adjust single transaction limit to amount (AUD):	
Adjust monthly credit limit to amount (AUD):	
Temporary limit change effective from date:	
Temporary change until date ( <i>Maximum period permitted is 3 months</i> ):	

**Please provide specific reasons for change in standard transaction limits**

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**Authorisation**

<b>Applicant/Cardholder Acknowledgment</b>		Signature
Name		
Date		
<b>Head of School or Equivalent Approval</b>		Signature
Name		
Position		
Date		

**INTERNAL FBS USE ONLY**

<b>Approved by CFO or Delegate</b>		Signature	
Name			
Position			
Date			
Date of Limit Change		CBA Reference	
Completed by Corporate Card Administrator			
Date Limit Reverted		CBA Reference	
Completed by Corporate Card Administrator			