

Splitting Charges to Circumvent the Single Transaction Limit

Please do not request a vendor split an order to circumvent a cardholder's single transaction limit.

Example: The cardholder's single limit is \$2,000. The cost of one order with a vendor is \$2,500. Since the charge will decline if attempted because it exceeds the single limit, the cardholder requests the order be split into \$1,500 and \$1,000. The charges will process because the single limit was not exceeded.

Your department established your single transaction limit when the card request was submitted. This control is used by managers for various reasons, but usually to control spending. If this limit is bypassed, you violate your own department controls.

University and State auditors consider this topic a "Hot Button" and will focus on your department and Purchasing if they find instances of abuse.

Can your limit be changed? Of course it can. There is a form available to make this happen. The Change Limit Form and guidelines can be accessed at:

<http://tiny.cc/PCardForms> Click on LIMIT CHANGE FORM.

Note: Increases over the \$5000 monthly/\$2000 single transaction limit baseline established by senior university management will require that your area VP (or delegate academic dean) approve and sign the request.

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