

PCard Request for Cash Advance/Credit Limit Increase



How to complete this application,

PCardholder

- a) Type your details in the grey boxes below, then print and sign the pcardholder declaration.

PCard Approver

- b) Review the completed application, and sign the approver section
c) **Please scan and email this approved application to pcard_admin@waikato.ac.nz**

NOTE: Handwritten requests will **not** be processed. Processing can take up to 5 working days, on receipt of the correctly completed application.
A cash advance request will be declined if a previous cash advance remains un-reconciled and un-coded in Freedom.

1. PCardholder Details *(Information MUST be typed)*

Surname	First name	Cash amount requested	Current PCard limit	Requested PCard limit	Permanent change?	Temporary Dates: From - To

2. Reason for Cash Advance* or Credit Limit increase *(please type text below)*

* For Cash Advance requests, provide your destination(s).

If you have any **additional information**, please attach it to this request. Such as, the travel itinerary or travel budget, etc.

3. PCardholder Declaration: I, the undersigned cardholder, declare that the information I have provided is true and accurate. I understand that it is my responsibility to ensure the cash withdrawals do not exceed the amount authorised.

Name of PCardholder	PCardholder Signature	Date

4. Approval

PCard Approver Name	PCard Approver Signature	Date