



Request for Low Limit Card

Mail completed form to P-Card Services, M/C 103-6 or email to PCardServices@caltech.edu

The Low Limit Card is an Institute-maintained card issued to an individual or Division/Department with a low monthly limit. The limit will reset every billing cycle. Low Limit Department Cards are established under the profile of an existing P-Card holder.

Cardholder Information	
Name: (to be printed on card):	Mail Code:
Caltech UID:	Phone Number:
E-Mail Address:	Department Code:
Default PTA:	Monthly Spend Limit:

Card Delegate Information (if applicable)	
Name:	Division/Department:
Email Address:	Phone Number:

Expense Approver: I hereby authorize the above referenced individuals to fulfill the role of a Low Limit Card Delegate and Low Limit Card Applicant. I understand the Terms and Conditions of the Low Limit Card program, and that I am responsible for ensuring its proper use, charges are posted to the appropriate accounts, and proper recordkeeping is maintained for all credit card transactions.

Name :	Signature:
Email Address:	

Authorizer: (if different from Expense Approver) I hereby authorize the above referenced Low Limit Card Applicant to fulfill the role described.

Name :
Email Address:

Terms and Conditions of the Caltech Low Limit Card

- Low Limit Card usage must adhere to all P-Card Policies and Procedures <http://procurement.caltech.edu/documents/128-pcardpolicy.pdf>
- Low Limit Cards must be reconciled by the cardholder/or Delegate in accordance with the monthly P-Card reconciliation schedule
- Failure to comply with these Terms and Conditions may result in the withdrawal of the Low Limit Card Applicant and/or Delegate from the Low Limit Card program.