

**Job Aid PC6**  
**P-Card DOAS Special Approval Form**

**How To:** Process DOAS Form SPD-PC003 to request temporary P-Card increases.

**Purpose:** To assist a Cardholder in completing the Temporary Special Approval Request Form intended to request temporary spending limit increases in Cycle Limits (CL), Single Transaction Limits (STL), and/or exceptions to authorized MCCs (Merchant Category Codes).

1. Open the **P-Card DOAS Special Approval Form** (SPD-PC003) located on the Fiscal Services Procurement Forms page: <https://fiscalservices.kennesaw.edu/procurement/forms.php>
2. The form will open in Word format and it must remain in Word format. (DOAS will not accept this form in any other format.)
3. Populate the following fields:
  - a. State Entity Name: Kennesaw State University
  - b. Date of Request: *(Date completing the form)*
  - c. Cardholder(s): *(Cardholder's name)*

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
State Entity Name	Date of Request
<input style="width: 100%;" type="text"/>	
Cardholder(s)	

4. Under **Section I: Spending Limits:**
  - a. Anticipated Transaction Date: *(Date processing the transaction)*
  - b. Requested STL End Date: 5 calendar days from the date in Item a. above
  - c. Requested CL End Date: End of current cycle

BEGIN AND END DATE OF INCREASE		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Anticipated Transaction Date	Requested STL Increase End Date	Requested CL Increase End Date

- d. Complete the Spending Limit Exception or Change fields as needed to support the transaction(s). This includes the current CL/STL limits, the requested increased amount, and a detailed justification (*business purpose, Supplier, amount, quantity, etc.*):

SPENDING LIMIT EXCEPTION OR CHANGE	CURRENT AMOUNT	TEMPORARY AMOUNT	JUSTIFICATION (ATTACH SUPPORTING DOCUMENTATION IF POSSIBLE)
Single Transaction Limit (SPD must approve any STL increase above \$4,999.99)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cycle Limit (SPD must approve any CL increase above \$24,999.99)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>ADDITIONAL COMMENTS FOR SPENDING LIMIT REQUESTS:</b>			
<input type="text"/>			

5. In the **Approvals** section, the Approving Official will need to approve the request by entering his/her name in the **'Supervisor Name'** field and clicking the "Yes" checkbox. The approval of the Approving Official (Supervisor) should not be a physical signature; and should be that of the Cardholder's set Approving Official in the Works system.

APPROVALS	
By clicking on the check boxes below, we certify that we have obtained the approval for this request from the person(s) shown.	
<input type="text"/> Supervisor's Name	Approved: <input type="checkbox"/> Yes
<input type="text"/> APO/CUPO Name	Approved: <input type="checkbox"/> Yes
<input type="text"/> Program Administrator	Approved: <input type="checkbox"/> Yes

6. Save the form as a Word document and send to [pcard@kennesaw.edu](mailto:pcard@kennesaw.edu). **Do not send the form to the email address provided in the instructions at the top of the form.** If the request is sent to the address on the form, it will be sent back to P-Card Administration for processing; delaying the review/approval of the request.
7. The request should also include documentation (scanned as a .pdf document) supporting the requested amount. This documentation should be a quote, invoice, or copy of an active shopping cart showing an itemized list of what is being purchased with associated pricing.
8. For requests of STL increase of less than \$4,999.99 and/or CL increases of less than \$25,000.00, the form will be reviewed by the P-Card Administration and KSU's CFO/CBO for approval.

9. For requests of STL increase of more than \$4,999.99 and/or CL increase of more than \$25,000.00, the form will be reviewed by KSU's CFO/CBO and P-Card Administration, then sent to the University System of Georgia and DOAS for review and approval.
10. Once approved by KSUs CFO/CBO (and USG and DOAS if necessary), the requesting Cardholder will be notified via email of the approval.

**Notes:**

- Turn-around times on DOAS Special Approval Requests take 24-48 hours; unless there are questions pertaining to the requested increase and/or during the Year-End period when the expected turn-around time can be longer.
- If the request pertains to any actions in **Section II: Other Exceptions to Statewide Policy, Section III: Merchant Category Codes, or Section IV: Specific Use Account**, please contact [pcard@kennesaw.edu](mailto:pcard@kennesaw.edu) for assistance before proceeding with the request.
- The request form must remain in Word format.
- The approvals given by the Approving Official (Supervisor) should not be a physical signature.
- Single-transaction limit (STL) increases are only valid for five (5) calendar days.
- Cycle limit (CL) increases are valid for the current cycle requested.
- STL increases are to be for the amount needed to process a transaction.
- CL increases should only be for an amount that a Cardholder will exceed the set CL as a result of the purchase(s) for the remainder of the cycle.