LEON COUNTY SCHOOLS
PURCHASING DEPARTMENT
3397 WEST THARPE STREET • TALLAHASSEE, FL 32303
(850) 488-1206 • PURCHASING@LEONSCHOOLS.NET

Purchasing Card Request for Permanent Limit Increase

Name on Account

Date Requested

Designated Card Holder

Job Title

Cost Center #

Office Phone #

Single Transaction Limit Requested

Monthly Limit Requested

Justification

This increase will not be used to purchase laptops or mobile technology at a cost of more than $1,000.00 each.

Card Holder Signature

Administrator Approval

PCard Program Administrator Approval