STUDY ABROAD

PROCEDURES FOR PCARD CREDIT LIMIT INCREASE (OVER $5,000) OR RESTAURANT ACCEPTANCE

1. Process a requisition in AIRS at airs.okstate.edu (OK Corral will create an encumbrance for this request, which we do not want.)
   * Use Vendor: Oklahoma State University Pcard
   * The description should state your reason for the credit limit increase and include a description/name of the trip and the beginning and end date for the increase.
   * The single transaction limit should be entered into the amount field.
   * Please remember the monthly limit may need to be increased to accommodate increased spending during this time. If this is the case, this should be noted in the description.
   * The department will be notified when the credit limit has been increased.
2. For acceptance at restaurants internationally, note: “Card will be used in restaurants”.
   * If no credit limit increase is needed but restaurant usage is, enter $1.00 for amount.