


Machelle Sanders
Secretary

North Carolina
Department of Administration
Division of Purchase & Contract

Odessa McGlown
State Purchasing Officer

MEMORANDUM

TO: All Purchasing Officers at State Agencies, Institutions, Community Colleges and Universities

FROM: Odessa McGlown 

DATE: April 17, 2020

SUBJECT: Procurement Card Single Transaction Limit Increase Requests

To become more efficient and effective, the Division of Purchase and Contract is now implementing a process to electronically request an increase in the procurement card single transaction limit using the *Procurement Card Single Transaction Limit Increase Request* form.

This online form can be processed in a timely manner, allowing agency purchasing offices to continue to provide excellent customer service. Please see instructions below:

1. Access the [Procurement Card Single Transaction Limit Increase Request](#) form.
2. Provide the required information.
3. If applicable, attach a justification document.
4. Click Next to review your entries.
5. Click Submit to submit the request. A confirmation message will be sent via email.

The online form can also be accessed from the *Electronic Procurement Requests* page in the *Procurement Information Portal*. For more information about the portal and to request access, see [Introducing the Procurement Information Portal](#).

If you have any questions or need additional information, please contact us at doa.pchelpdesk@doa.nc.gov.