

Sacramento City Unified School District
Purchasing Services
(916) 643-9460

**RETURN THE ORIGINAL SIGNED FORM VIA DISTRICT MAIL TO BOX 830
DO NOT FAX OR EMAIL
CAL-CARD LIMIT INCREASE AND EXCEPTION REQUEST FORM**

Please read carefully. Requests that do not follow these guidelines may be denied.

This form is used to request a change to the spending limit, or to request an exception to the Cal-Card Policy. Once the limit increase is processed, the cardholder/requester will receive an email communication from the Program Administrator that the request is complete.

Please do not purchase prohibited items during your limit increase term. Examples of prohibited items include **Field trip entrance fees/tickets, furniture/electronics (e.g., copiers, printers, etc.), uniforms, and other items prohibited by the Board of Education.**

Approver

Print Name _____ Signature _____ Date _____

Approved by Director of Accounting: _____ Date _____

Approved by Chief Business & Operations Officer: _____ Date _____

Increased by Program Administrator: _____ Date _____ Job ID _____