

LIMITS

Single Transaction Limit: STL

The amount you can charge on a single transaction (“Individual Card Swipe”)

Purchasing: generally \$1000

Traveler: no limit

Discretionary Limit: DL

The total amount you can charge before the Cardholder, Manager, & Accounting needs to approve (“Total Amount of Swipes”).

Purchasing: generally \$10,000

Traveler: \$10,000 or \$20,000

CHANGE IN CARD LIMIT

Contact cardprogram@union.edu to request an increase. Increases can be temporary or permanent. Please include the reason for the increase and CC the email to your manager.