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.