

**See example below of an email request to raise the single transaction limit on a Budgeted Funds Purchasing Card. Federal funds will NOT be used.**

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**From:** [REDACTED]  
**To:** Dombroskie, John  
**Date:** 4/10/2018 2:31 PM  
**Subject:** PCard single transaction limit increase  
**Cc:** [REDACTED] Smith, Kristin; Davison, Cindy, *Principal / Dept. Head*  
**Attachments:** Amazon Technology Order.pdf

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Mr. Dombroski,

Please accept this as our official request for authorization of a one-time single transaction limit increase.

We are purchasing technology supplies for student use - mostly for chromebooks and Ipads.

All items are being purchased from Amazon.com, and the total cost is \$3, 561.97.

Funding for these items will come from the regular school budget account - no Federal dollars will be used.

The Principal's Pcard will be used for this purchase - [REDACTED]. I am attaching a copy of our shopping cart showing all the items being purchased. If any additional information is needed, please let me know.

Thank you,

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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If using Federal Funds, obtain one of the following:

- Three written quotes
- A letter from the vendor stating they are the sole source of the product(s)
- Purchase from an established competitively bid contract (like the State contracts).