

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 \_\_\_\_\_