

AIR FORCE GOVERNEMENT TRAVEL CHARGE CARD CREDIT LIMIT INCREASE WORKSHEET

Section 1: Cardholder Information

Last, First Name: Email:

Last 8 IBA Card #:

Section 2: Credit Limit

Account Type: Standard Account Type: Restricted

Period of increase: Period of increase: Effective Date:

Current credit limit: Desired credit limit:

Current cash limit: Desired cash limit:

Section 3: Justification for credit limit increase

Section 4:

Requestor

Name/Grade/Rank:

Position:

Signature:

Date:

Approving Official

*Min. grade of Unit Commander/Supervisor

Name/Grade/Rank:

Position:

Signature:

Section 5: HL4-7 APC (For requests up to \$10k)

APC Name:

Approved Disapproved

Signature:

Hierarchy Level 3:

Hierarchy Level 4:

Hierarchy Level 5:

Hierarchy Level 6:

Section 6: HL3 APC (For requests >\$10k)

APC Name:

Approved Disapproved

Signature:

Section 7: HL2 APC (For requests >\$15k)

APC Name:

Approved Disapproved

Signature:

CREDIT LIMIT INCREASE WORKSHEET INSTRUCTIONS

Below are instructions for completing the credit/cash limit increase request form. Use only one account per worksheet, and as always, careful scrutiny should be used on all increases.

- Cardholder and/or requestor will complete Sections 1, 2, and 3
- Requestor and commander/supervisor will complete Section 4
- HL4 -7 will complete Section 5
- HL3 will complete Section 6 for requests above \$10,000
- HL2 will complete Section 7 for requests above \$15,000

Section 1:

- All fields are mandatory.

Section 2:

- Select type of card: Standard or Restricted
- Select period for temporary increase (30 day increments)
- Standard Account: Up to one year Restricted Account: Up to six months
- Enter current credit limit (for example a standard card is \$7,500 and a restricted card is \$4,000)
- Enter current cash advance limit if needed (for example a standard card is \$665 and a restricted card is \$365)
- Enter desired limits for credit and cash, if requesting
- Enter effective date (the date period of increase will start)

Section 3:

- Provide brief justification on why the credit limit is needed. If Schedule Partial Payment's (SPP) are included on the order, APCs should take into consideration that an increase might not be needed because payments will be sent to the bank.

Section 4:

- Before any credit limit increase is processed, the requesting authority must validate the request and submit it to the approving official for approval prior to sending to the unit/organizational APC.
- Both requesting and approving authority should be a government employee within member's chain of command and the approver must also be a minimum grade of Major/GS-13/or Unit Commander/Supervisor.

Sections 5-7:

- APC will either approve or disapprove, and forward approval to HL3 for requests above \$10,000 and from HL3 to HL2 for requests above \$15,000
- APCs who disapprove a request will provide brief explanation in an email to the requesting authority

Credit Limit Thresholds

ACCOUNT TYPE	LIMIT TYPE	DEFAULT LIMIT	APC HL 4-7 AUTHORITY	APC HL 3 AUTHORITY	CPM HL2 AUTHORITY	DTMO HL1 AUTHORITY
STANDARD ACCOUNTS	CREDIT	\$7,500	Up to \$10,000	Up to \$15,000	Up to \$25,000	No Maximum
	CASH	\$665	Up to \$5,000	Up to \$10,000	Up to \$25,000	No Maximum
	RETAIL	\$250	Up to \$500	Up to \$1,000	Up to \$2,000	No Maximum
RESTRICTED ACCOUNTS	CREDIT	\$4,000	Up to \$10,000	Up to \$15,000	Up to \$25,000	No Maximum
	CASH	\$365	Up to \$5,000	Up to \$10,000	Up to \$25,000	No Maximum
	RETAIL	\$100	Up to \$500	Up to \$1,000	Up to \$2,000	No Maximum