

## IDAHO DEPARTMENT OF PARKS AND RECREATION

### Standard Pcard Purchasing Thresholds

Threshold Category	Group Cards (1)	Individual Cards (2)	Development Bureau Individual Cards	Senior Buyer
Overall Monthly Limit	\$2,000	\$5,000	\$5,000	\$5,000
Single Purchase Limit	\$300	\$1,500	\$2,500	\$1,500
Daily Transaction Limit (Optional)	\$600	\$2,000	\$2,500	\$5,000
Cash Advance	No	Yes	Yes	Yes
Single Dollar Limit	None	\$200	\$200	\$200
Daily Dollar Limit	None	\$200	\$200	\$200
Monthly Transaction Limit	None	4	4	4
Monthly Dollar Limit	None	\$500	\$500	\$500
Verifier	Cost Center Manager	Cardholder Or Designee	Cardholder Or Designee	Cardholder Or Designee
Approver	Cost Center Manager	Cost Center Manager	Cost Center Manager	Cost Center Manager

(1) Cost Center Manager may request lower limits through the Pcard Administrator. Region Managers or Bureau Chiefs may submit requests for increases in limits to the Pcard Administrator. Justification for the limit increase must be in writing.