

**FIRST UNITED METHODIST CHURCH  
CREDIT LIMIT  
TEMPORARY INCREASE REQUEST**

**30-Day Notice Required**

Cardholder: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Permanent Credit Limit: \$ \_\_\_\_\_ Requested Temp. Credit Limit: \$ \_\_\_\_\_  
*(Note: Billing period is from the 6<sup>th</sup> of the month to the 6<sup>th</sup> of the month)*

Effective Date of Increase: \_\_\_/\_\_\_/\_\_\_ Effective Date of Return to Perm. Credit Limit: \_\_\_/\_\_\_/\_\_\_

Reason for Increase (Please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Cardholder's Signature

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**Administrative Office Use**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Request to C & C (Increase): \_\_\_\_\_ By: \_\_\_\_\_  
Date

Request to C & C (Decrease) \_\_\_\_\_ By: \_\_\_\_\_  
Date