**Requesting Credit Limit Increases**

If you have an event or large purchase that will require a higher limit, you can request a temporary increase.

If, in the normal course of business, you regularly need to request temporary increases a higher credit limit may be appropriate.

For either temporary or permanent requests, email [janet.whitehurst@doane.edu](mailto:janet.whitehurst@doane.edu) with the amount and reason for the increase.

Email may be forwarded to immediate supervisor for approval. Not all requests will be granted. Allow two to three business days for processing by the Business Office. Doane cannot guarantee how quickly JP Morgan will update their system.