

## CREDIT LIMIT GUIDELINES

<u>Level</u>	<u>Single Transaction Limit</u>	<u>Monthly Limit</u>
1	\$500.00	\$2,000.00

**Examples:** Non-travel personnel or infrequent travelers, Administrative Assistants, Middle Managers

<u>Level</u>	<u>Single Transaction Limit</u>	<u>Monthly Limit</u>
2	\$2,500.00	\$5,000.00

**Examples:** Regular Business Travelers, Executive Secretaries, Vice Presidents that travel periodically

**Note:** Heavy travelers with unusual needs should apply through their Vice President for limits to be granted by exception.

<u>Level</u>	<u>Single Transaction Limit</u>	<u>Monthly Limit</u>
3A	\$5,000.00	\$15,000.00

**Examples:** Authorized low-volume Buyers such as Food Service, Moody Press, Physical Plant, Conference Ministries, and Information Systems

<u>Level</u>	<u>Single Transaction Limit</u>	<u>Monthly Limit</u>
3B	\$25,000.00	\$50,000.00

**Examples:** High End Buyers such as Procurement, Music Groups, Marketing and Communications

**Note:** Those with needs falling outside of these levels should apply through their Vice President for limits to be granted by exception.