

### **Requesting Limit Increases**

If in the normal course of business you regularly need to request temporary increases a higher limit may be appropriate. To request a credit limit increase, whether permanent or temporary send an email to [joshua.johnson2019@doane.edu](mailto:joshua.johnson2019@doane.edu). Email must include reason for increase. Email may be forwarded to immediate supervisor for approval. Not all requests will be granted. Allow 2-3 business days for processing by the Business Office. Doane cannot guarantee how quickly JP Morgan will update their system.