



Credit Card Request Form

Criteria for requesting a college credit card: Credit cards provide the college with a cost-effective, convenient and streamlined method of purchasing items, thereby reducing the volume of individual payments processed by the college. These cards are intended for those individuals/departments that process several budgeted transactions annually while conducting college business on-campus or while in a travel status. Cardholders will be responsible for any unallowable expenses charged to the card and the timely submission of support documentation to the Business Office. Business Affairs may revoke the privilege of using a card at any time. Please see the Credit Card Policy for further details.

Requested Card Type:

- Individual Credit Card (Name to Appear on Card _____)
- Departmental Credit Card (Department Name to Appear on Card) _____)

*Requested Credit Limit (the typical college limit ranges from \$5,000 to \$10,000): \$ _____

Justification for requesting college credit card (please refer to criteria above and the Credit Card Policy):

Required Authorizations:

By signing below you confirm that you have Read and Agree to comply with both the Travel and Expense Policy and the Credit Card Policy. You understand that the privilege to use a college credit card may be revoked at the discretion of Business Affairs.

****A Cardholder (employee) must be identified for all requests including Departmental Card Requests****

CARDHOLDER (PRINT NAME)	CARDHOLDER JOB TITLE
DATE	CARDHOLDER SIGNATURE

Department and Division Authorization:

DEPARTMENT HEAD/CHAIR (PRINT NAME)	DATE	DEPARTMENT HEAD/CHAIR (SIGNATURE)
DEFAULT ACCOUNTING	Fund	Department SOURCE
DIVISION VICE PRESIDENT (PRINT NAME)	DATE	DIVISION VICE PRESIDENT (SIGNATURE)