



## CREDIT CARD REQUEST FORM

In order to qualify for a Daemen Credit Card, an applicant should be regularly traveling 3 or more times per year. If applicant will not be traveling, what other circumstance necessitate a company credit card:

This form must be completed and submitted to Controller in the Business Office at least two weeks prior to needing a credit card. All Daemen credit card policies will apply to anyone receiving a company card. Maintenance and submission of expense reports for all credit card purchases must be completed online through the M&T CentreSuite system. All reports are due to the Business Affairs office by the 10<sup>th</sup> of the month.

<b>Name as it should appear on card</b>	
<b>Daemen email address</b>	
<b>“CC” email address - OPTIONAL</b>	
<b>Home Phone #</b>	
<b>Work Phone #</b>	
<b>Date of Birth</b>	
<b>Last 4 digits of SS #</b>	
<b>Card Limit</b>	
<b>Default budget code(s)</b>	

(sign and submit to Controller in Business Office for final approval)

\_\_\_\_\_  
**Cardholder**  
 By signing, you agree to abide by the Credit Card Protocol

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Approval**

\_\_\_\_\_  
**Date**

**\*\*\* FOR BUSINESS OFFICE USE \*\*\***

\_\_\_\_\_  
**Business Office Approval**

\_\_\_\_\_  
**Date**

New Card Account	New User Account	User ID: _____
Account Allocation / Defaults	Approver	_____
Access by/to other users	Protocol Received	_____
New Card Received		

\_\_\_\_\_  
**Received by Cardholder**

\_\_\_\_\_  
**Date**