



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 10th of the month.

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

(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	Email Group	_____

Received by Cardholder

Date