



CREDIT CARD REQUEST FORM

To qualify for a Daemen University credit card, an employee should be regularly traveling 3 or more times per year. If employee will not be traveling, what other circumstances necessitate a company credit card:

This form must be completed and submitted to the business office. A minimum of 2 weeks is needed to receive the 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 office by the 10th of the month.

Name as it should appear on card: _____

Daemen e-mail address: _____

"CC" e-mail address (optional): _____

Home or cell phone#: _____

Work phone#: _____

Date of Birth (m/d/yyyy): _____

Last 4 digits of SS#: _____

Card limit requested: _____

Default budget code(s): _____

Additional user who needs access to prepare expense report (optional): _____

I agree to abide by the Daemen credit card protocol:

Cardholder signature _____
Date

Department approval signature _____
Date

Controller approval signature _____
Date

FOR BUSINESS OFFICE USE ONLY

<input type="checkbox"/> New card account	<input type="checkbox"/> New User Account: User ID _____
<input type="checkbox"/> Account allocation/defaults	<input type="checkbox"/> Approver _____
<input type="checkbox"/> Access by/to other users	<input type="checkbox"/> Protocol received date: _____
<input type="checkbox"/> New card received	<input type="checkbox"/> E-mail group

Card received by cardholder (signature) _____
Date