

EMPLOYEE INFORMATION (as it will appear on the card)

First Name (license plate # for Fleet Card)	Initial	Last Name

Department Name

Employee Number	Business Phone Number	Email Address
B	(902)	

Employee Signature _____

Date _____

ACCOUNT INFORMATION AND AUTHORIZATION

Default Account (5 digits) Grant, Research, or Operating	Cost Centre (4 digits)

**All Purchasing Cards are set up with limits of:
\$3,000 per transaction
\$15,000 per month.**

Cardholder Supervisor/Manager Person to approve Monthly Statement Name/Title (please print)	Banner #	Signature	Date

If the Supervisor/Manager is not the Unit Authority as described below, Unit Authority is required.

Unit Authority Name/Title (please print)	Banner #	Signature	Date

Unit Authority:

- Operating, Capital, Endowments accounts (accounts starting with 1, 2, 30, 31, 32, 33, 7): Unit authority or Spending Authority with total budget
- Research accounts (accounts starting with 34, 35, 36, 37, 38, 39, 4 or 5): Unit Authority
- Special Purpose accounts (accounts starting with 6): Unit authority with \$100,000 or total budget

If multiple accounts are required, they must be authorized as per Unit Authority. Monthly statements will be approved as noted in the Cardholder Supervisor/Manager Section. Please attach a listing if more are required.

Grant, Research, or Operating (5 digits)	Unit Authority Name/Title (please print)	Banner #	Signature	Date

Corporate cards are the property of Dalhousie University and the cardholder's personal credit rating is not a consideration in obtaining a card; nor will the cardholder's personal credit rating be affected.

The University, the Department and the cardholder are responsible to ensure that the corporate cards are only used to make authorized purchases only.

Personal purchases are not permitted.

This form will be returned to the applicant for missing or illegible information, this will delay processing time.