

EMPLOYEE INFORMATION (as it will appear on the card)

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

Department Name

Employee Number	Home Phone	Business Phone Number
B	(902)	(902)

Email Address

Employee Signature

Date

Accounts must be paid by the cardholder, in full, within 30 days of the billing period. If accounts are not paid in full within 30 days, cardholders will be responsible for the interest charged.

ACCOUNT INFORMATION AND AUTHORIZATION

All Travel Cards are set up with a limit of \$10,000 per month.

Default Account - provide the (five-digit Grant, Research, Operating).

Grant, Research, or Operating	Cost Centre	Approving Manager Name/Title <i>(please print)</i>	Approving Manager's Banner #	Approving Manager's Signature	Date
	8500				

(5 digits)

***If any information is missing or illegible, the form will be returned to the applicant.
This will delay processing of the application.***

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.