

## 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

## ACCOUNT INFORMATION AND AUTHORIZATION

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

**Default Account** - provide the (five-digit Grant, Research, Operating) and Cost Centre.

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

(5 digits)

(4 digits)

**Drop Down Menu** - If multiple Grant, Research, or Operating accounts are required, they must be authorized below. Please attach a listing if more are required, all accounts must be authorized by approved.

| Grant, Research,<br>or Operating<br><i>(5 digits)</i> | Approving Manager<br>Name/Title<br><i>(please print)</i> | Approving<br>Manager's<br>Banner # | Approving Manager's<br>Signature | Date |
|---|--|------------------------------------|----------------------------------|------|
|   |  |                                    |                                  |      |
|   |  |                                    |                                  |      |
|   |  |                                    |                                  |      |

***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.***