

EMPLOYEE INFORMATION (as it will appear on the card)

First Name (license plate # for Fleet Card)

Initial

Last Name

Department Name

Department Address

Home Phone

(902)

Business Phone

(902)

Fax Number

(902)

Email Address

Employee Number

B

Grant/Research/Org#

(5 digits)

Cost Centre

(4 digits)

Employee Signature

Date

AUTHORIZATION and REQUEST TYPE (Check box to indicate)

Type of Card	Single Transaction Limit	Monthly Limit	Approving Manager Name/Title <i>(please print)</i>	Approving Manager's Signature	Date
Purchasing Card	\$ 3,000	\$15,000			
Travel Card	Not Applicable	\$10,000			
Fleet Card	\$	\$15,000			

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.