LAWRENCE UNIVERSITY (XP508)
CORPORATE CARD REQUEST FORM

Corporate cards are to be used by regular faculty and staff who travel on University business or do other University business.

Name: _____ Date: _____
(please type or print)

Title: _____

Department: _____ Organization #: _____

Credit Limit: ◉ $1,000 ○ $2,000 ○ $3,000 ○ $4,000 ○ $5,000 ○ Other _____

Lawrence University ID# _____

Email Address: _____

International Use: ○ Yes ◉ No Internet Transactions: ○ Yes ◉ No

We can default the accounting codes to make it easier for you to approve transactions. If you would like this option please fill out the following information:

Default Fund number _____

Default Organization number _____

Default Activity _____

REASON for requesting travel card: _____

_____

TYPES of expenses you will be incurring: _____

_____

Person requesting card: _____
(signature)

Supervisor approval: _____
(signature) (date)

Please fill out form and return to Financial Services.