



Corporate Credit Card Request Application

Card Profile: ☐ Operational Use Only ☐ Travel Use Only ☐ Business Development Use Only ☐ All Purpose Use

Action Requested: ☐ New Card ☐ Update Cardholder Information ☐ Request for Credit Limit Increase ☐ Other

CARDHOLDER INFORMATION

First Name: _____ MI: _____ Last Name: _____ Employee ID: _____

Job Title: _____ Operation Location: _____

Cost Center Number: _____ Work Phone : _____ Email: _____

Immediate Supervisor: _____ Applicant Social Security Number: _____

APPLICANT SIGNATURE: _____ Date: _____

JUSTIFICATION

- ☐ **Existing Cardholders:** Include detailed justification for any changes to your account.
- ☐ **New cardholders:** Submit detailed reasons for requesting a Corporate Credit Card - explain how the card will be used and the purposes.

APPROVER / RECONCILER INFORMATION

			<u>Subordinate?</u>	
Approver Name:	Employee ID:	Signature:	Yes	NO
Back-Up Approver Name:	Employee ID:	Signature:	Yes	NO
(optional) Reconciler Name:	Employee ID:	Signature:	Yes	NO

AUTHORIZATION BY UNIT APPROVER

I understand my responsibilities as they relate to the Corporate Credit Card Program and authorize the above request. I also certify that any Approvers noted on this request are non-subordinates to the cardholder listed above.

Authorized By (Printed Name): _____ Title: _____

Signature: _____ Date: _____

FOR USE BY ACCOUNTING DEPARTMENT ONLY

App Received: _____ Date Card Ordered: _____ Card Type: _____

Approved: _____ Approved By: _____ Approvers Employee ID #: _____

Credit Card Training Completed: _____ Guidelines Executed: _____

Date of Training: _____ Date of Guideline Execution: _____

Once completed email document to accounts@eliteparkingsoa.com