



## STUDENT CLUB PURCHASING CARD APPLICATION

**Brandeis University**

Office of Procurement Services  
MS 048 (781) 736-4409

3995 South 700 East Suite 400  
Salt Lake City, UT 84070

### STUDENT INFORMATION

FIRST NAME	MIDDLE INITIAL	LAST NAME
BUILDING NAME	ROOM #	MB
City	State	Zip
( ) Business Phone	Email Address	
Fax #		
Mother's Maiden Name <sup>1</sup>	Social Security Number <sup>1</sup> / Birthdate (mm/yyyy) (optional)	

### ACCOUNTING INFORMATION

99 Max Number of Daily Transactions	99 Maximum Number of Monthly Transactions
\$3000.00 MONTHLY DOLLAR CREDIT LIMIT	\$1500.00 SINGLE TRANSACTION DOLLAR LIMIT
TOTAL DOLLAR LIMIT FOR THE YEAR	CARD EXPIRATION DATE
Fund/ DeptId/ Program/ DEFAULT CHARTSTRING (Must be University Funded)	NAME OF CLUB (will be printed on Card)

Please include name, email address and extension of person responsible for maintaining documentation and the PaymentNet system for all your transactions: **Steve Costa (costa@brandeis.edu)**

### EMPLOYEE / APPROVAL SIGNATURE

SIGNATURE OF APPLICANT & DATE

SIGNATURE OF ASSISTANT VP OF STUDENTS & ENROLLMENT

SIGNATURE OF STUDENT UNION TREASURER

<sup>1</sup> Mother's Maiden Name and Social Security Number are for security purposes so that the Cardholder can be identified when speaking directly to JPMorganChase.