**UNIVERSITY CREDIT CARD REQUEST FORM**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant’s name:  (University employees only) | |  | | | Payroll No: | |  |
| Job Title: | |  | | |  | | |
| Department Name: | |  | | | Dept. Code: | |  |
| Applicant E-mail address: | | |  | |  | | |
| What will the card be used for? (tick as appropriate) | | | | |  | | |
| ☐ Air | ☐ Train | | ☐ Hotels | ☐ Meals |  | ☐ Business Entertaining | |
| ☐ Other (please give details): | | |  | |  | | |
|  | | | | |  | | |
|  | | | | |  | | |
|  | | | | |  | | |
| Estimated monthly expenditure: | | | **£** | |  | | |

I confirm that I have completed the **Modern Slavery Act online training** (applicant)

https://www.training.cam.ac.uk/fin/course/fin-comp-msa

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Head of Department’s Name: |  | | |
| Head of Department’s Signature: |  | Date: |  |

University Credit Card terms & conditions: https://www.finance.admin.cam.ac.uk/files/credt\_card\_terms.pdf

University Credit Card procedures (Financial Procedures chapter 6), which covers Non-Pay Expenditure: https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-6-non-payexpenditure/credit-card-procedures

**Finance Division Use Only**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Application: | Accepted / | Refused | Employee status verified | | | Yes / No |
| Reason: |  |  | | | | |
|  | |  | | | | |
| Modern Slavery completed | |  | | | Date: |  |
| Signature: | |  | | | Date: |  |
| Job Title: | |  | | Credit Limit set: | |  |

25 July 2019