**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