

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)			
<input type="checkbox"/> Air	<input type="checkbox"/> Train	<input type="checkbox"/> Hotels	<input type="checkbox"/> Meals
<input type="checkbox"/> Other (please give details):		<input type="checkbox"/> Business Entertaining	
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:	
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Head of Department's Name:			
Head of Department's Signature:		Date:	

University Credit Card terms & conditions: https://www.finance.admin.cam.ac.uk/files/credit_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-pay-expenditure/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:	