**UNIVERSITY CREDIT CARD REQUEST FORM**

Please complete and sign this form, then email to UFS\_AP@admin.cam.ac.uk

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant 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 provide details below) |
|    |
| Monthly Expenditure required\*  | **£**   |  |

**\* Should you require a temporary limit increase, please contact Susanna Wilson:** **Susanna.Wilson@admin.cam.ac.uk**

 I confirm that I have completed the [**Modern Slavery Act online training**](https://www.training.cam.ac.uk/fin/course/fin-comp-msa) (applicant)

|  |  |  |  |
| --- | --- | --- | --- |
| 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 ch.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:  |   |

12 July 2022