**UNIVERSITY CREDIT CARD REQUEST FORM**

Please complete and sign this form, then email to [UFS\_AP@admin.cam.ac.uk](mailto: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**](mailto: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