

# UNIVERSITY CREDIT CARD REQUEST FORM

Applicant's name: (University employee's only)		Payroll No:	
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Job Title:	
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Department Name:		Dept. Code:	
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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"/> Business Entertaining
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<input type="checkbox"/> Other (please give details):	

Estimated monthly expenditure:	£
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Applicant's Signature:		Date:	
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Head of Department's Name:			
Head of Department's Signature:		Date:	

- You can find the University Credit Card Terms & Conditions via this link [http://www.finance.admin.cam.ac.uk/files/media\\_root/policies\\_and\\_procedures/appendixd\\_1.pdf](http://www.finance.admin.cam.ac.uk/files/media_root/policies_and_procedures/appendixd_1.pdf)
- You can find the University Credit Card Procedures in section 6 of the Financial Procedures, which covers Non-Pay Expenditure, and can be accessed via this link <http://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
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Reason:	

Signature:		Date:	
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Job Title:		Credit Limit set:	
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