



US BANK VISA PURCHASING CARD: EMPLOYEE CARD APPLICATION

CARD TYPE

MONTHLY CREDIT LIMIT

ISSUE CARD TYPE

All fields are required, except "Role-Based Email." If employee has no legal middle name, mark the field "N/A." All purchase card per purchase limits are set at \$5650 per policy. This limit cannot be increased.

EMPLOYEE INFORMATION

LEGAL FIRST NAME

LEGAL MIDDLE NAME

LEGAL LAST NAME

EMBOSSING (Name to appear on plastic) FIRST AND LAST NAME (Full name cannot exceed 23 characters, including spaces) LAKEHEAD UNIVERSITY

DATE OF BIRTH (MM/DD/YYYY)

LAKEHEAD ID NUMBER

BUSINESS ADDRESS (choose campus from dropdown)

DEPARTMENT

EMAIL ADDRESS (associated with employee ID)

ROLE-BASED EMAIL (if applicable; for primary contact)

BUSINESS PHONE NUMBER (last four digits will be used for activation)

EXTENSION

DEFAULT FUNDING CODE ATTACHED TO CARD (location_fund_cost centre_object code)

APPROVALS

Employee's Signature

Date

Supervisor's Signature

Date

Note: supervisor must also have signing authority on default budget code listed.

Site Coordinator's Signature

Date

To be signed by Financial Services only

Send completed form to creditcard@lakeheadu.ca for Site Coordinator approval and processing.