

## Corporate Credit Card Application

Email approved application to Robin Saindon at rsaindon@bowdoin.edu.

[Credit Card Policy](#)

Employee <u>LEGAL</u> Name (including middle initial):	<input type="text"/>	Employee ID:	<input type="text"/>
Employee's College Station:	<input type="text"/>	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff
Department Name:	<input type="text"/>	Department Project Number:	<input type="text"/>
Email Address:	<input type="text"/>		
Bowdoin Phone Number:	<input type="text"/>	Mobile Phone Number:	<input type="text"/>
Are you replacing an employee who previously had a corporate credit card:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who are you replacing:	<input type="text"/>
Estimated \$ amount of purchases (monthly):	<input type="text"/>	Estimated # of purchases (monthly):	<input type="text"/>
Cash Advance Option:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please describe the types of purchases you expect to make with a Bowdoin corporate credit card, including if they are federally funded:			
<input type="text"/>			
Employee's Signature / Date:	<input type="text"/>	Manager's Approval / Date:	<input type="text"/>

### CONTROLLER'S OFFICE USE ONLY

Controller's Office Approval:	<input type="text"/>		
Approved Credit Limit:	<input type="text"/>	Single Transaction Limit:	<input type="text"/>
		Approved Cash Advance Limit (if applicable):	<input type="text"/>
Last four digits of SSN (supplied by Payroll):	<input type="text"/>	Date of Birth (supplied by Payroll):	<input type="text"/>
Delegate:	<input type="text"/>		