



## Corporate Credit Card Application

Email approved application to Kayla Hooper for processing at

[k.hooper@bowdoin.edu](mailto:k.hooper@bowdoin.edu) [Credit Card Policy & Information](#)

Employee Legal Name (include middle initial if applicable):

Business Title:

Department:

College Station Address #:

Employee ID:

Email Address:

Office Phone #:

Cell Phone #:

Are you replacing an employee who previously had a credit card? Yes No

If yes, who are you replacing:

Estimated \$ amount of monthly purchases:

Estimated # of monthly purchases:

Will you need to be able to withdraw a Cash Advance? Yes No

Please describe below the types of purchases that you expect to make with a Bowdoin corporate credit card, including any purchases that will be federally funded:

Employee's Signature:

Date:

Manager's Approval Signature:

Date:

### Controller's Office Use Only

Approved: Denied: Reason for denial:

Approved Credit Limit (\$5,000 is standard limit):

Controller's Office Signature:

Provided via Workday: Last four digits of SSN: DOB:

Rush Delivery Requested? Yes No Date submitted to JP Morgan: