



JP Morgan Chase Corporate Master Card Application

Cardholder Information

☐ New Card ☐ Change (complete fields to be changed)

Name as you would like it to appear on the card

Campus Department

Departmental Account Number

Complete Beloit College Email Address

Campus Phone Number

Country of Citizenship

9	9	9	9	9				
---	---	---	---	---	--	--	--	--

Security Identifier (last 4 unique digits)
Required for bank authentication

Date of Birth

--	--	--	--

Mother's Maiden Name (4 letters only)

Cell Phone Number With Area Code

Complete Home Address

Credit Information

Purpose of the Card: ☐ Frequent Business Travel ☐ Supplies and Services ☐ Other: _____

Credit Limit Requested: ☐ \$2000 ☐ \$5000 ☐ Other: _____

Credit Card Agreement

Corporate credit cards may not be used for cash advances (ATM machines) or personal goods and services. If a card is lost or stolen, the cardholder must immediately contact the card issuer at 1-800-316-6056 and the College Accounting Office at 608-363-2206.

It is the cardholder's responsibility to obtain original receipts from the merchant and/or supplier each time the card is used. Payment Distribution Forms must be completed and returned to the Accounting Office with all supporting documentation and approvals. The forms are due on the last day of the month in any month with credit card activity. Failure to return the form within 30 days of the due date may result in credit card suspension or revocation.

All credit card purchases are subject to the College's Travel and Expense Reimbursement Guidelines. Any personal use or misuse of the credit card will be deducted from my payroll check as a personal advance. Failure to adhere to corporate credit card policies will result in card suspension, revocation, and/or appropriate disciplinary actions.

I have read and agree to the above terms and conditions.

Signature of Employee/Cardholder

Date

Authorization

Approval of Department Head

Date

Approval of Vice President/Senior Staff

Date