

Purchasing Card Request Form

Hamilton College

Purchasing Card Request Form

PLEASE RETURN TO THE BUSINESS OFFICE

OR

Name (Card to be issued in name of an employee)

Department

Work Phone #: _____

Cell Phone #: _____

Date of Birth: _____

Hamilton ID#: _____

(as shown on Hamilton ID card)

Hamilton Email Address: _____

Employee Who Will Be Authorizing Transactions On-line:

Cost Center (first 9 digits of account #) expenses will be charged to: - -

All information needs to be filled out to prevent a delay in processing the card.

I request a Corporate Card for Travel issued under Hamilton College's agreement with Key Bank. I have read Hamilton College's Purchasing Card Policy and agree to comply with the terms and conditions as set out therein. I understand that the card will be revoked if I fail to comply.

Cardholder Name (printed): _____

Cardholder Signature: _____ Date: _____

VP or Dean or Chair Signature: _____ Date: _____

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