

APPENDIX 1

CORPORATE CARD REQUEST FORM



**Request for
Travel / Purchasing Card**

To be signed by Approver (Senior Team / Dean / Director or Board Chair for President)

Email signed form to visa@confederationcollege.ca with subject line as "VISA REQUEST for (employee name)"

_____ 22663 — _____
Date **First Name (legal)** **Last Name (legal)** **Employee Banner I.D. #**

_____ — 49999
Employee Email **Employee Phone #** **Dept./Organization Code** **Budget default
(to be changed when
reconciling statement)**

_____ **Department Name** _____ **Campus Location**

Card Type Requested: **Travel (T-card)** _____ **Purchasing (P-card)** _____

Rational for Employee to have a Travel/Procurement Card

_____ **Name of Approver** _____ **Signature of Approver** _____ **Date**

Finance to Complete

Approved: **Yes** _____ **P-card** **Single Purchase Limit \$** _____ **(Incl. HST)** **Statement limit \$** _____

 _____ **T-card** **Single Purchase Limit \$** _____ **(Incl. HST)** **Statement limit \$** _____

No _____ **Reason:** _____

_____ **Signature – Finance** _____ **Name** _____ **Date**