St. Norbert College
Credit Card Agreement Form

Employees with a demonstrated business need may be eligible to receive a College issued credit card. Please check one or more of the following credit card issuance criteria:

- ☐ Employee is engaged in frequent business related travel
- ☐ Employee is engaged in frequent off-campus business
- ☐ Employee makes frequent purchases of low-dollar value items

Credit cards may not be used for cash advances (ATM machines), non-business (personal) goods or services or capitalizable items.

If a card is lost or stolen, the cardholder must immediately notify MasterCard at 1-800-558-3424 and the Office of the Vice President for Business and Finance.

Upon termination of employment, credit cards must be returned to the Office of the Vice President for Business and Finance.

Misuse of credit cards or other failure to adhere to credit card policies may result in card revocation and/or appropriate disciplinary measures. Unauthorized purchases may be construed as theft of College funds.

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

× _____ _____

Credit Card Applicant | Date

Credit Limit Information

_____

Requested Credit Limit

A temporary increase in the credit limit can be arranged, where appropriate, by contacting the Office of the Vice President for Business and Finance

Approvals

_____ _____

Supervisory Approval | Date

_____ _____

Vice President Approval (VP with oversight over applicant) | Date

Please forward completed form to the Office of the Vice President for Business and Finance. Approved applicants will then be sent a form from Elan Financial Services along with further instructions.