

RENSELAER POLYTECHNIC INSTITUTE
Purchase/Travel Card Application

- Purpose:
- New Card
 - Change
 - Delete

For Change or Delete:
Card/Last 4 digits: _____
Reason: _____

Confidential information (RIN, date of birth and mother's maiden name) is required by the bank. You only need to complete this information for new card applications. Transactions are automatically fed into Concur for expense purposes. Return the completed form to the Card Administrator, Travel and Expense Department, Proctor's Building, 4th floor.

CARDHOLDER INFORMATION/LIMITS:

Name: _____ Date of Birth: _____
Mother's Maiden Name: _____ Phone: _____ Dept: _____
Email Address: _____ Campus Address: _____
Rensselaer ID Number (RIN): _____

\$ Limit/Purch Transaction (Institute Policy is \$2500): \$ _____ \$ Limit/Purch Cycle: \$ _____
\$ Limit/Travel Transaction: \$ _____ \$ Limit/Travel Cycle: \$ _____

If card authorization is for purchase transactions only, please enter zero in the travel spending limit fields

I am an authorized Concur Travel and Expense user Yes ___ No ___

The cardholder agrees to comply with all policies and procedures governing the use of The Card. The application must be signed by the cardholder's supervisor indicating review and approval of the information submitted.

Cardholder Name	Cardholder's Supervisor	Presidential Approval
Signature: _____	_____	_____
Type/Print Name: _____	_____	<u>Shirley Ann Jackson, Ph.D.</u>
Date Signed: _____	_____	_____