



Rensselaer

Purchasing Department

PURCHASE/TRAVEL CARD RELEASE FORM

I authorized Purchasing to release my corporate credit card to the individual listed below.

CARDHOLDER NAME: _____
(Please Print)

CARDHOLDER SIGNATURE: _____

DATE: _____

I acknowledge that I have received a Purchase/Travel Credit Card for the following individual(s), and I accept responsibility to deliver the Card to the named cardholder(s).

Upon delivery, I will ask the cardholder(s) to sign the Cardholder Agreement Form and forward the signed agreement to the Purchasing Department, 4th Floor Rice Bldg. The cardholder should also cut up the expired card and return it to Purchasing.

NAME: _____
(Please Print)

SIGNATURE: _____

DATE: _____

_____ IDENTIFICATION CONFIRMED (check if yes)