



Priority Service 1-800-555-5180

# CORPORATE CARD APPLICATION

JPMorgan Chase

P.O. Box 57510

Salt Lake City, UT 84157-4

## EMPLOYEE INFORMATION

\_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Phone Business Phone

Statement Mailing Address: \_\_\_\_\_ Home \_\_\_\_\_ Business Date of Birth (month/year) \_\_\_\_\_

\_\_\_\_\_  
Mother's Maiden Name Social Security Number

## COMPANY INFORMATION

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City State Zip

XXXXXXXXXXXXXXXXXX  
Monthly Credit Limit

XXXXXXXXXXXXXXXXXXXX  
Single Transaction Limit

XXXXXXXX  
Cash Amount

\_\_\_\_\_  
Southern Utah University  
Second Line of Embossing

**EMPLOYEE / APPROVAL SIGNATURE**

\_\_\_\_\_  
Signature of Applicant / Date

\_\_\_\_\_  
Signature of Supervisor / Date

\_\_\_\_\_  
Signature of University Approver / Date

# Southern Utah University Guidelines – Corporate Travel Card

This Corporate Card is a personal liability card issued to an employee to use for travel related expenses. It is a MasterCard issued by JP Morgan Bank. In submitting this application, the employee accepts and acknowledges the personal liability and other issues associated with the card as specified below.

- Employees must complete the attached application, have it signed by their supervisor, and returned to the Purchasing Office. After the application has been submitted, the card will be available within approximately 2 weeks.
- All new cards are delivered first to the Purchasing Office. Employees will be notified immediately upon receipt and arrangements will be made to forward the card.
- As indicated, this Travel Card is a personal liability card. The employee/cardholder, upon use of the card, will receive a monthly bill and statement from the bank requesting payment. Unlike the campus Purchasing Card which is paid directly from a departmental budget, employees are required to pay this debt from personal funds. Upon receipt of the monthly bill, payment must be made within 25 days to avoid any late charges. Excessive late charges by a cardholder will be deemed misuse and the card will be cancelled.
- This card is intended to be used strictly for business travel purposes (airlines, hotels, rental cars, meals, etc...). Purchases of non-travel items and for personal use are not allowed.
- As per University Travel Policy, employees are expected to immediately submit a Travel Reimbursement requesting funds expended during travel using the card. The reimbursement will be expediently processed and a check will be issued to the employee whom then is required to place into personal funds and pay the travel card bill, upon receipt.
- Applications will be subject to a “soft” personal credit check.
- Note on July 1 of each year, each travel card will be assessed an annual fee of \$6.00.

Any questions concerning the use of this Travel Card can be directed to either JP Morgan at the number listed above or to the University Purchasing Office at ext. 7732.