Notre Dame de Namur University VISA APPLICATION/MAINTENANCE

structions: Applicant complete Section 1	Check one: APPROV	ER ONLY	NEW CARD	CHANGE	_ DELETE_
SECTION 1 Cardholder/Employee In	nformation:				
Cardholder/Employee Name:					
	(as it will appear on card-maxin				
Title:				-	
NDNU Employee No:	NDNU Email A	ddress:			
Department:			Ext	#	
Location/Facility:	Cost Cen	ıter #			
Location/Facility: Cost Center #			(Required – list your primary CC#)		
Immediate Supervisor/Manager Name:			Ext #		
Requested card access: (Circle all pot	ential purchases)				
(Card access information is not required	for Directors, VP, SVP and CEO)			
Travel Flowers Food/C	Catering Emergency Office S	upplies I	Employee Incentive Gifts	Gift Cert	ificates
Photocopies Books Sul	bscriptions Membership Due	es Mainte	enance Plumbing	Electrical	
Additional merchant access					
Γransaction and Monthly Dollar Limits and Administrator. Cardholder/employee wi				roval by the prir	nary Program
X					
Cardholder/Employee Signatur	e		X	Date	
X			X		
Cardholder/Employee's Immedi	ate Supervisor/Manager			Date	
XCardholder/Employee's Dean/V	P		X	Date	
SECTION 2 Authorization Limits and I					
Reporting Hierarchy:			Monthly Limit: \$		
Femplate:					
			Single Purchase Limit		
CHOMANA (F. D. C. J. J. D. D.			Single 1 drendse Emili	Ψ	
SECTION 3 (To Be Completed By Prog	ram Administrator)				
MCC Restrictions/Access:					
Special Instructions:					
Data Entered Date	cened Card or 1	Changes Completed			
	Employee Is				
XVisa Program Administrator S	Signature	X	Date		