



EXPENSE CARD APPLICATION

NOTE: Expense cards are only issued to Florida Tech employees. Students are NOT issued expense cards.

Please provide the following information:

Requested Credit Limit \_\_\_\_\_ Single Transaction Limit \$5,000.00 \_\_\_\_\_

APPLICANT \_\_\_\_\_ Employee ID No. \_\_\_\_\_ Last 4 #'s of SSN \_\_\_\_\_

Department \_\_\_\_\_ Building No. \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

DEPARTMENT HEAD: Card Request Justification: [Empty box for justification]

The following signatures are required to process your application:

APPLICANT: SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_
PRINT NAME \_\_\_\_\_

DEPARTMENT HEAD: SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_
PRINT NAME \_\_\_\_\_

PURCHASING DIRECTOR: SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

SPONSORED PROGRAMS (IF APPLICABLE): SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

Send Completed Applications to Procurement Services Attn: Expense Card Coordinator