

**Note: Expense cards are only issued to Florida Tech employees. Students are NOT issues expense cards.**

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Requested card limit \_\_\_\_\_ Single transaction limit \_\_\_\_\_

Applicant \_\_\_\_\_

Employee ID # \_\_\_\_\_ Last 4 of SSN \_\_\_\_\_

Department \_\_\_\_\_ Building name/no. \_\_\_\_\_

Email \_\_\_\_\_ Phone number \_\_\_\_\_

Applicant signature \_\_\_\_\_

Card request justification (*to be completed by department head*):

**THE FOLLOWING SIGNATURES ARE REQUIRED TO PROCESS YOUR APPLICATION.**

Department Head \_\_\_\_\_

Provost and Sr. VP for Academic Affairs \_\_\_\_\_  
*(if required)* Hamid Rassoul, Ph.D.

Office of the President \_\_\_\_\_  
John Nicklow, Ph.D., President

Procurement Services \_\_\_\_\_  
Scott Peterson, Director of Business Services

Sponsored Programs \_\_\_\_\_  
*(if applicable)*

**SEND COMPLETED APPLICATION TO**

[purchasing@fit.edu](mailto:purchasing@fit.edu)

Attn: Expense Card Coordinator