

ST. OLAF COLLEGE CARDHOLDER ENROLLMENT DATA FORM

Print Name: Signature:
Department: Company & Unit
College Phone: Home Phone:
Last four digits of Social Security Number: E-mail Address:

Card Approver (Supervisor): Signature:
Phone Number: Fax Number:
E-mail Address:

Recommended Limits:

1,500.00	Student Organizations
2,500.00	Basic purchase card (including occasional travel without students)
5,000.00	Frequent supplies purchaser
7,500.00	Frequent travel without students (admissions, recruitment, development, etc.)
10,000.00	Major supplies purchaser & fleet or vehicles for public safety, etc.
15,000.00	Individuals who travel internationally or with student groups
	Other – under \$15,000
	Other – over \$15,000 (requires VP signature)

For large purchases or special circumstances that are out of the ordinary, you can request that Accounts Payable put the purchase on their credit card rather than increasing the card limit.

Temporary credit limit increases can be requested for special circumstances, such as going on a trip, by filling out the “Temporary Credit Limit Increase Form” available on the St. Olaf College website under the purchase card area.

Cash Option: Only individuals who travel with students are eligible for the cash option. The single transaction limit for cash has no default. Advance Claim Form detaining the cash expenditures will be due immediately upon return from travel.

Cash option: requesting pin number

Budget Manager Approval:

Division Head Approval: Required for cards with limits of \$15,000 or greater that fall into the “Other” category.

Office Use Only: **Order Date:** **Cash Received:**
 P# Rcvd: