

# Seton Hall University Chase Credit Card Program Request

Name of Cardholder: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth (DOB): \_\_\_\_\_

Lotus Notes Shortname: \_\_\_\_\_

- **University Budget Numbers:** (example: 320004 Student Activities Board, 260652 Women's Center)

**SHU Budget Numbers**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Account**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list all budget numbers that you will be using.** If you need more lines for budget numbers and descriptions, please attach a separate page.

- **Transaction Limits:** (Please check (X) one)

**Budget Center Managers:**

\_\_\_\_\_ **Transaction limits, \$2,500 per transaction and \$10,000 a month**

Or:

**Center Managers:**

\_\_\_\_\_ **Transaction limits, \$1,000 per transaction and \$10,000 a month**

- **Will the cardholder need Travel and Entertainment capability?** (Please check (X) one)

\_\_\_\_\_ **YES**

\_\_\_\_\_ **NO**

***\*\*\*Please note that T & E capability can be added temporarily or permanently at any time by sending Martin Koeller, Director of Procurement, or Irene Barbosa an email from a supervisor requesting the change.***

\_\_\_\_\_  
**Supervisor's Name & Title (Please Print)**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Department Name**

\_\_\_\_\_  
**Date**