

BATES COLLEGE
EMPLOYEE CHARGE CARD
Application and Agreement

A/P 1/1/13

Section A - Employee Information (please print)

| | | | |
|---------------------|-----------------------------|-----------------------|---------------------------------|
| First Name | Middle Initial | Last Name | |
| Home Address | | | |
| City | State | ZIP Code | E-mail |
| Home Telephone | Work Telephone | Cell Phone (Optional) | |
| Employee Department | Employee Fund/Org (default) | Employee ID Number * | Mother's Maiden Name/Password * |

* Information used for telephone assistance.

Section B - Employee Agreement/Signature

I understand and agree that an employee charge card will be issued to me and that such card must be used in accordance with the College Travel and Expense Policy. I understand that this card is to be used for College business expenses only and that I am responsible and liable for all expenses charged to the card. I understand that payment is due in full to J.P. Morgan upon receipt of my monthly statement and that the College will not reimburse me for late fees and/or finance charges that I may incur in connection with this account for my failure to make full and timely payment. I agree to work directly with J.P. Morgan to resolve billing disputes. I understand that if I fail to pay J.P. Morgan for all undisputed charges, a Payroll Advance may be required and my card may be cancelled in accordance with the "Non-Compliance" section of the Travel and Expense Policy. I agree to surrender the card upon request by the College, my termination of employment, or as requested for failure to meet my financial obligation to J.P. Morgan.

Employee Applicant Signature

Date

Section C - Supervisor Authorization / Monthly Charge Limit Requested (circle one)

\$2,000
\$3,000
\$4,000
\$5,000
\$7,500
Other

Supervisor Signature

Date

Dean/Vice President Signature (for charge limits of \$5,000 or more)

Date

| For Office Use Only - Do Not Complete | |
|----------------------------------------------|--------------------------------|
| Date Application Received | Date Charge Card Requested |
| Signature of Employee Receiving Card | Date Card Received by Employee |
| Date Card Returned | Date Account Closed |