



## BRYN MAWR COLLEGE

### College Credit Card Application

Corporate cards are primarily granted for business related travel and off-campus guest entertainment. Expenses must be ordinary, necessary, and directly related to job duties and comply with College Travel and Expense policies.

The standard monthly credit card limit is \$5,000. It refreshes each statement cycle.

To apply for a College Credit card, please complete the following fields below. Once complete, provide the form to your direct supervisor for review and approval. If approved, the supervisor should forward the signed form, using their brynmawr.edu email, to [bmc\\_creditcard@brynmawr.edu](mailto:bmc_creditcard@brynmawr.edu). Before you are provided a College Credit Card, you must participate in training to learn how to manage the card and produce expense reports.

Date of Application:

Employee Name (First Last):

Employee ID:

Position Title:

Bryn Mawr Email address:

Department:

Phone Number:

Building/Office Number:

Direct Supervisor (First Last):

If you feel you need a higher or lower credit limit, please provide comments below:

Supervisor Signature:

Date approved: