

**CENTENARY COLLEGE OF LOUISIANA**

**CREDIT CARD APPLICATION**

**PLEASE ORDER A CREDIT CARD FOR THE FOLLOWING EMPLOYEE:**

Employee: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: (Last four digits) XXX-XX- \_\_\_\_\_

Reason for Request: \_\_\_\_\_

- Current position description and position creation form estimate required travel at 25% or greater.
- Current position description indicates that the person in this position serves as a member of the President's Cabinet.
- Current position description lists the following under Essential Functions: "Regularly entertains:  
\_\_\_\_\_ off campus on behalf of the College for the  
purpose of: \_\_\_\_\_.

**PLEASE RETURN THIS FORM TO THE OFFICE OF FINANCE AND ADMINISTRATION**

**CARDHOLDER HAS READ & SIGNED THE CURRENT CREDIT CARD POLICY (ATTACHED)**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cabinet Member's Signature

\_\_\_\_\_  
Date

VP of Finance and Administration: \_\_\_\_\_

\_\_\_\_\_  
Date

Monthly Credit Limit [Office Use Only]: \_\_\_\_\_