

**Colgate University**  
**JPMorgan Chase MasterCard Corporate Application**  
**and Corporate Card Credit Agreement**

**EMPLOYEE INFORMATION**

First Name	Middle Initial	Last Name
ID Number		Date of Birth (MM/DD/YYYY)
Business Phone		Security Code 1 * (Any 4 digit number)
Cell Phone		Security Code 2 * (Any 4 alpha/numeric characters) <small>^Must be different from Security Code 1</small>
Email Address		Home Street Address
Department		City, State, Zip Code

\* Security Codes 1 and 2 are required for account verification when cardholders contact JPMorgan Chase directly.

Upon acceptance of the JPMorgan Chase MasterCard, I acknowledge that this card is given to me to pay for expenditures pursuant to my employment at Colgate University and, therefore, is to be used for **business related purposes only**. Further, I agree to abide by travel and expense guidelines outlined by the College. I understand that miscellaneous supply purchases can be made with this card but no individual item costing more than \$500.00 can be charged.

As outlined in the Colgate University Corporate Card Procedures, credit card transactions will be posted in Concur daily. You will need to submit expense reports along with supporting documentation through Concur within 20 days after the transaction date posted. Failure to submit expense reports in Concur may result in the card being suspended. Willful misuse of the card will result in disciplinary measures which could include termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department Signature

**All above information is required and must be completed.**  
**Incomplete agreements will be returned to you.**