



C O R P O R A T E C H A R G E C A R D

EMPLOYEE APPLICANT INFORMATION

Please print or type:

First Name	Middle Initial / /	Last Name \$
Social Security Number	Date of Birth	Anticipated monthly travel and entertainment expenses
Preferred Billing Address: <input type="checkbox"/> Home <input type="checkbox"/> Business		
Business or Home Address - Street		
City	State	Zip
Home Phone	Business Phone	Employee or Student ID Number
Employee E-Mail	Employee Department	Processing Unit
Employee Approving Manager:	First Name	Last Name
Manager Phone	Manager Email	

COMPANY INFORMATION

Do Not Complete. This section to be completed by authorized Company Program Administrator:

UC Berkeley

Name of Company Requesting Issuance of Card			
Address of Company – Street	Berkeley City	CA State	94720 Zip
Processing:	<u>17209</u> Company	Division	Department
Reporting/FirstTrac SM :			
Company Program Administrator Signature			

EMPLOYEE UNDERSTANDING / SIGNATURE

TERMS & CONDITIONS FOR US BANK CORPORATE CHARGE CARD

- Usage restricted to cardholder's own official business travel and entertainment expenditures only, no personal expenditures are allowed on the card
- U.S. Bank Corporate card is a charge card, not a credit card
- All charges have to be paid within 30 days of the statement date
- Employee Applicant agrees to pay the entire balance on the card upon receipt of each statement
- Employee Applicant is responsible and liable for all expenses charged to the card
- Notices will be sent to cardholder and cardholder's Approving Manager on late payments
- US Bank charge card will be permanently canceled if Employee Applicant fails to pay US Bank for all undisputed charges
- All cards must immediately be canceled upon separation from department by contacting the UCB USBank Visa Program Administrator in writing

Employee Applicant requests that he/she be issued a U.S. Bank Visa® Corporate Card. U.S. Bank may obtain credit information concerning Employee Applicant for the sole purpose of issuance, renewal and/or replacement of the U.S. Bank Corporate Card. In consideration of this issuance and the use of the U.S. Bank Corporate Card, the Employee Applicant agrees to be bound by the U.S. Bank Corporate Cardholder Agreement accompanying the card, as amended by U.S. Bank from time to time, for all charges incurred by the use of the card or the related account. Creditor is U.S. Bank National Association ND.

Employee Applicant Signature/Date

Approving Manager Signature/Date