

Northwestern Corporate Card Application and Agreement Form

The Corporate Card is a very important component of the overall procurement strategy at Northwestern. It is one of a portfolio of tools that departments and schools can use for purchasing and payment. It allows faculty and staff to use the card instead of having to extend personal funds for minor purchases and then requesting reimbursement. **Please note:** Temporary employees and students are not eligible for a Corporate Card.

Name as it will appear on card (21 character limit, including spaces) _____

Net ID _____ Employee ID _____

Country of Citizenship _____

Home Address: Street _____ City _____

State _____ Zip _____

Select School or type Department _____

University Mailing Address: Street _____

City _____ State _____ Zip _____

University Email _____ University Phone _____

NUFinancials Chartstring Number: Fund _____ Department _____

Supervisor name and title _____

Supervisor email _____

Who else should have access to Cognos reports, with card transaction details? Type their name and email:

Do you have any unique purchasing needs? If so, please explain:

Below is the standard transaction limit and monthly limit request for a Corporate Card. Please check the box to confirm this is your limit request.

<i>Per transaction limit</i>	<i>Monthly limit</i>
\$ 500	\$ 1,000
\$ 2,500	\$ 5,000
\$ 4,999	\$ 10,000

If the above does not meet your needs, please indicate below what you would like to request and why:

<i>Per transaction limit</i>	<i>Monthly limit</i>	<i>Reason</i>
\$	\$	

Instructions: Prior to submitting this application, visit the [Corporate Card website](#) and specifically read the [Cardholder Guide](#). Then, after filling out all fields above, click 'Submit' and carbon copy (CC) your supervisor on the email. A replied approval is required from the copied supervisor to the Corporate Card Office.

For any questions, contact the Corporate Card Office at corporate-card@northwestern.edu or 847-467-3624.

By submitting this application, I acknowledge the above information is correct and accurate. By submitting this application I also certify that I understand and assume the responsibilities of being a Cardholder in the Northwestern University One Card Program, as described in the [Cardholder Guide](#).