



PURCHASING CARD

Employee:

*Required fields must be completed or Application cannot be processed.

Please complete and send to:
Accounts Payable Office
820-177

American Express® Purchasing Card Application

Application Information – Application cannot be processed without required information

Name *Required

Company Name

NORTHEASTERN UNIVERSITY

Campus Address *Required (example 320 RP)

<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Country</u>
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Home Street Address *Required

<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Country</u>
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NU E-mail Address *Required

Business Phone Number *Required

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NU ID Number (9 digit # in MyNEU) *Required

Cardholder Signature *Required **Date**

Supervisory Signature *Required **Print Name** *Required

***Electronic signatures are accepted if they are digitalized images of handwritten signatures, or have a code or personal identification number (PIN).**

Spending Limit Information

Single Transaction Limit	\$5,000.00	Monthly Limit	\$10,000
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Industry Usage – check industry categories where card usage will be needed

SELECT ONE OF THE FOLLOWING OPTIONS

- Goods/Lodging for Event Planning/Restaurants/Catering/Non-employee travel
- Goods Only

AGREEMENT:

Company and the Applicant (a) request that a Corporate Purchasing Card be issued to the Applicant on the Company's account, (b) authorize the receipt and exchange of credit information on the Company and the Applicant, (c) agree to be bound by the Agreement sent with the Corporate Purchasing Card and by the agreements covering Corporate Purchasing Card related programs in which the Applicant is enrolled, and (d) agree that the Corporate Purchasing Card will be used for business or commercial purposes only. The Applicant authorizes American Express to notify the Company if this Application is declined or if spending restrictions are applied to the Corporate Purchasing Card.

** This field is optional. We may also notify you about important account updates and services that may be suited to your needs. We will never share your email address. For information about how we protect our privacy, please visit americanexpress.com/privacy