



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

<https://finance.northeastern.edu/forms/>

Company Name

NORTHEASTERN UNIVERSITY

Campus Address *Required (example 320 RP)

<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Country</u>
BOSTON	MA	02115	USA

Home Street Address *Required

<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Country</u>

NU E-mail Address *Required

Business Phone Number *Required

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

Cardholder Signature *Required

Date

Supervisory/Dept Head Signature *Required **Print Name** *Required

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