



This form is used to apply for an American Express® Corporate Card. Please note that this form is used in conjunction with the official [American Express® Corporate Card application](#) and is only accepted from campus faculty and staff who are frequent business travelers. Please complete both forms, obtain appropriate signatures, and submit to the Business Information Center.

Applicant Information

Applicant Name: _____	Title: _____
Department: _____	Extended Zip: _____
Phone Number: _____	Fax Number: _____

Department Approval

Applicant: Attached is my application for the American Express® Corporate Card. I understand that I am liable for all charges and that I am responsible for timely payment of any charges, including interest any levied. I agree to utilize the card solely for University business and agree to surrender my card upon request or termination of my employment from any reason.

Applicant Signature: _____ Date: _____

Approving Official: Authorization is granted for this individual to obtain an American Express® Corporate Card for business travel expenses.

Approving Official Signature: _____ Date: _____

Name (please print): _____

Please note: In addition to this University form, the official [American Express® Corporate Card Application](#) is required. To obtain the form, go to (http://daq.state.nc.us/employee/business/travel/ae_application_form.pdf) or click on the link above. The 'Cost Center Number' field is not applicable to San José State University.