

University Controller – 5150 N. Maple Ave. MS: JA58 – Fresno, CA 93740

559.278.6820 (ph) 559.278.6943 (fax)

Instructions

This application for authorization is used to request a U.S. Bank Personal Liability Card. The application is for campus faculty and staff who will use the card at least twice per year for travel and(or) hospitality. Please complete and submit to the University Controller (MS: JA58). After the University Controller approves, the applicant will receive two automated emails from U.S. Bank initiating the cardholder setup process. After the applicant completes the cardholder setup process, Accounting Services will contact you to collect your card within three business weeks. The applicant will be required to sign a cardholder agreement. The agreement acknowledges the cardholder received training and will adhere to applicable policies and procedures to receive the card.

Applicant Information

Applicant Name (please print): _____

Title: _____ Email: _____

Department: _____

Campus Phone Number: (559) _____

Applicant: *I understand that I am liable for all charges and that I am responsible for timely payment of all charges. I understand I will not be reimbursed for any and all interest and penalties levied. I agree to utilize the card solely for university approved travel and(or) hospitality. I agree to surrender my card upon request or separation from the University.*

Applicant Signature: _____ Date: _____

Approving Official: *Authorization is granted for this individual to obtain an U.S. Bank Personal Liability Card for business travel and hospitality expenses with a monthly transaction limit of \$_____,_____.00 and a single transaction limit of \$_____,_____.00*

Approving Official Signature¹: _____ Date: _____

Approving Official Name (please print): _____

Approving Official Title: _____

University Controller Signature: _____ Date: _____

¹Applicant's VP, Dean or Department Chair is the Approving Official. Applicant cannot be their own Approving Official.