



# Affidavit and Request to Establish Departmental BuzzCard Charge Privileges

This form is used to request a Departmental BuzzCard for use at campus service locations that accept the BuzzCard account as a form of payment. The Departmental BuzzCard may be used only for an official departmental purpose and may not be used for parking, supplies, materials, or food, except in the case of food purchased for conferences or workshops open to the general public. Examples of acceptable use include campus copier and laundry room facilities. Any misuse of a Departmental BuzzCard for personal benefit will result in disciplinary action.

Departmental BuzzCards are credit-based BuzzCard accounts with pre-established credit limits issued in the name of the department. Cards may not be shared by multiple users so that accountability is properly established. A department may request cards for multiple users but must use separate request forms. Card balances will be charged monthly to a single project number provided. It is the Department's responsibility to track purchases for internal documentation purposes and to reclassify expenditures should allocation to multiple projects be required.

## DEPARTMENT and CARDHOLDER Information

Date: \_\_\_\_\_ Department Code: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## CARD and BILLING Information

Credit Limit Requested (not to exceed \$500): \_\_\_\_\_  
(Please attach justification if a higher credit limit is required.)

Project Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Document ID: \_\_\_\_\_

## SIGNATURES and APPROVAL

Cardholder's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(I agree to abide by the stipulations for use outlined above.)

Departmental Approval \_\_\_\_\_ Date: \_\_\_\_\_  
(Should be a person with appropriate authority and must not be the same as the Requestor.)

Approver's Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**For Office Use Only:**  
BuzzCard Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Card gtID#: \_\_\_\_\_