



Employee Applicant Information

Information requested in RED must be completed

Please print or type:

Supervisor Signature / Department

First Name	Middle Initial	Last Name
Social Security Number	Date of Birth	\$ Not Applicable Anticipated monthly travel and entertainment expenses
Home Address - Street		
City	State	Zip
Home Phone	Business Phone	Not Applicable Employee Number (If Applicable)

Company Information

This section to be completed by authorized Company Program Administrator:

SOUTHERN OREGON UNIVERSITY

Name of Company Requesting Issuance of Card

1250 SISKIYOU BLVD

Address of Company - Street

ASHLAND

City

OR

State

97520 - 5036

Zip

Processing

Company

Division

Department

Reporting/FirstTracSM

Company Program Administrator Signature: Linda Law 552-6574

Employee Understanding/Signature

Employee Applicant requests that he/she be issued a U.S. Bank Visa® Corporate Card. U.S. Bank may obtain credit information concerning Employee Applicant for the sole purpose of issuance, renewal and/or replacement of the U.S. Bank Corporate Card. In consideration of this issuance and the use of the U.S. Bank Corporate Card, the Employee Applicant agrees to be bound by the U.S. Bank Corporate Cardholder Agreement accompanying the card, as amended by U.S. Bank from time to time, for all charges incurred by the use of the card or the related account. Creditor is U.S. Bank National Association ND.

Employee Applicant understands that this card is to be used for business charges only and that Employee applicant is totally responsible and liable for all expenses charged to the card. Employee Applicant understands and acknowledges that payment is due to U.S. Bank upon receipt of the statement. Employee Applicant further understands that if he/she fails to pay U.S. Bank for all undisputed charges his/her card will be permanently canceled.

Employee Applicant Signature

Date

Your U.S. Bank Visa Corporate Card will be mailed to you within 7 – 10 days following receipt of your application.
RETURN THIS FORM TO SOU TRAVEL OFFICE, CH 150