

Note: Expense cards are only issued to Florida Tech employees. Students are NOT issues expense cards.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Requested card limit _____ Single transaction limit _____

Applicant _____

Employee ID # _____ Last 4 of SSN _____

Department _____ Building name/no. _____

Email _____ Phone number _____

Applicant signature _____

Card request justification (*to be completed by department head*):

THE FOLLOWING SIGNATURES ARE REQUIRED TO PROCESS YOUR APPLICATION.

Department Head _____

Provost and Sr. VP for Academic Affairs _____
(if required) Hamid Rassoul, Ph.D.

Office of the President _____
