



CREDIT LIMIT INCREASE REQUEST FORM

Submit form to: CardServices@Downstate.edu

* Indicates a required field

PCARD

TCARD

NETCARD

1. APPLICANT INFORMATION

Full First Name* Middle Initial Last Name*

NetID* NYS ID*

2. DEPARTMENT ADMIN.

Name*

Business Phone Number

3. NAME ON CARD

4. ACCOUNT CONTACT INFORMATION

Email address* (firstname.lastname@downstate.edu)

Business Phone Number*

Mobile Phone Number*

5. DEPARTMENT INFORMATION

Department Name*

Mailing Address*

City*

State*

Zip Code*

6. INCREASE TYPE

a) Permanent Increase

b) Monthly

Temporary Increase

Per Transaction

7. INCREASE AMOUNT

-

-

Last 6 digits of credit Card #*

Current Limit*

Requested Limit*

8. REASON FOR INCREASE*

9. CARDHOLDER CERTIFICATION - please read and sign

I am the Applicant, I Acknowledge that I am responsible for: (1) Abiding by the policies and guidelines set forth in the Card Program.

X

Cardholder/Applicant Name Printed*

X

Cardholder/ Applicant Signature* (ELECTRONIC ACCEPTABLE)

Date*

10. SUPERVISOR CERTIFICATION - please read and sign

As above signee's Supervisor, I acknowledge that I am responsible for (1) Ensuring that the Employee abides by the policies and guidelines set forth in the Card Program, (2) taking appropriate action in the event of fraud or if the Cardholder's employment is terminated, (3) canceling the card if any misuse or fraud is identified, (4) ensuring all reports/documents are checked for accuracy, and (5) verifying the Credit Card Statement.

X

Supervisor/ Approver Name Printed*

X

Supervisor / Approver Signature* (ELECTRONIC ACCEPTABLE)

Date*

11. CARD SERVICES APPROVAL- please read and sign

The information in the application and its supporting documents is accurate to the best of the Company's knowledge.

X

Card Services Manager Signature* (ELECTRONIC ACCEPTABLE)

Date*

12. HOSPITAL OPERATIONS APPROVAL- please read and sign

The Accounting Unit provided is authorized. The Senior Leader (CEO, COO, CNO, CFO, CSO, CMO, CQO, CXO, CIO, CMIO) are the final approvers for Card use in their respective areas.

X

Hospital Admin Signature (ELECTRONIC ACCEPTABLE)

Date*