

Application for the American Express® Corporate Card & Corporate Travelers Cheques

APPLICATION INFORMATION – PLEASE COMPLETE ALL ITEMS BELOW FOR TIMELY PROCESSING

NAME as you would like it to appear on the Corporate Card (20 characters only, including spaces)

HOME OFFICE

BILLING ADDRESS (20 characters only, including spaces)

CITY (15 characters only, including spaces)

STATE

ZIP CODE

HOME ADDRESS (if different from billing address)

CITY (15 characters only, including spaces)

STATE

ZIP CODE

SOCIAL SECURITY NUMBER

BUSINESS PHONE NUMBER

HOME PHONE NUMBER

EMPLOYEE ID # (9 characters only)

COST CENTER # (10 characters only)

X

EMPLOYEE SIGNATURE Please read the Agreement before signing. By signing above I indicate my acceptance of the terms and conditions of the Agreement.

DATE

PROGRAM ADMINISTRATOR

BASIC CONTROL NUMBER

COMPANY NAME (20 characters only, including spaces)

X

AUTHORIZING SIGNATURE* Please read the Agreement before signing. I am authorized to complete this enrollment authorization on behalf of the company.

DATE

PRINT AUTHORIZER'S NAME

TITLE

PHONE NUMBER

* All applications require a signature (name & title) of an Authorized Company Representative or Program Administrator.

CORPORATE TRAVELERS CHEQUES – STANDARD PROTECTION

Please enroll the above Cardmember in the following CTC program options:

Standard Order: _____ Books of \$20 (\$200 each book)
_____ Books of \$50 (\$500 each book)
_____ Books of \$100 (\$1000 each book)

Automatic Resupply (Optional)

To activate applicant for automatic resupply, complete both of the following:

1. Reorder Frequency:
Minimum time between reorders _____
2. Reorder Point:
Participant should receive an automatic
resupply when unused level of Cheques reaches _____

Maximum Limits:

Maximum limit \$ is the total of Standard Order Books and Automatic Resupply Reorder Point.

Agreement:

This Company through its authorizing officer, and the Applicant signing, (a) request that the Card be issued on the Company's account, (b) authorize the receipt and exchange of credit information on the Company or Applicant, and (c) agrees to be bound by the terms and conditions of the Agreement applicable to the Company's account, and by the Agreement sent with the Card and with the cash product introductory materials. The Applicant (a) authorizes American Express to notify the Company if American Express declines this application, (b) agrees to use the Card issued in connection with a business account opened in the Company name primarily for business or commercial purposes, and (c) agrees to be held liable for payment of all charges to the Card, including any cash product transactions.

Complete form and send to:

Peggy Davis
Travel Services
Mail Stop A205
Fax 4460