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Department supervisor must complete and sign the form. Use the following format to enter the account string to be charged (it is the responsibility of the department budget manager/representative to ensure that the correct chart string is entered):



Account String: \_\_\_\_\_

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

Reason for new card: \_\_\_\_\_

Employee Name Printed: \_\_\_\_\_

Employee Phone Number: \_\_\_\_\_

ID #: \_\_\_\_\_

Supervisor's Name (Printed): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_