

**Seton Hall University**  
**Bank of America Merrill Lynch ("BAML") Credit Card Request Form**

Full Name of Cardholder: \_\_\_\_\_

Preferred Name on Card: \_\_\_\_\_

PirateNet Shortname: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: Enter 1 only      Mobile: \_\_\_\_\_ Office: \_\_\_\_\_

University Index Numbers: (example: 144221 - Controllers Area)

<u>SHU Banner Index #s</u>	<u>Description of Account</u>
_____	_____
_____	_____
_____	_____
_____	_____

Please list all Index numbers that you will be using. If you need more lines for index numbers and descriptions, please attach a separate page.

➤ **Transaction Limits:** (Please check (X) one)

**Budget Center Managers:**

\_\_\_\_\_ Transaction limits, \$2,500 per transaction and \$10,000 a month

Or:

**Center Managers:**

\_\_\_\_\_ Transaction limits, \$1,000 per transaction and \$10,000 a month

➤ **Will the cardholder need Travel and Entertainment capability?** (Please check (X) one)

\_\_\_\_\_      \_\_\_\_\_  
YES                      NO

**\*\*\*Please note that T & E capability can be added temporarily or permanently at any time from your supervisor requesting the change.**

\_\_\_\_\_  
Supervisor's Name & Title (*Please Print*)

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

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Date