

**MINNEAPOLIS
COLLEGE of ART and DESIGN**

Updated 8/18/25

Credit Card Request Form

Use this form to request an MCAD credit card for MCAD employees.

Submit to the Business Office when complete.

Cardholder Information

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>First Name</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Last Name</div>
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Last 4 Digits of Social Security Number</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Cell Phone Number</div>
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>MCAD Email Address</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>MCAD Phone Number/Extension</div>
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Title/Department</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Supervisor Name</div>

Card and Statement Settings

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Monthly Credit Limit*</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Statement Approver Name <small>(if different from supervisor name)</small></div>
<div>Does this cardholder need to be set up as a statement approver? Yes No</div>	
<div>If yes, list cardholders that they will be the approver for:</div> <div style="margin-top: 20px;"><div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/></div><div style="width: 45%;"><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/></div></div></div>	

Signatures

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Cardholder Signature</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Date</div>
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Department Manager Signature</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Date</div>
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>VP Finance/CFO Signature <small>*(if over \$5,000 credit limit)</small></div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Date</div>

Business Office Use

<div style="display: flex; flex-direction: column; gap: 5px;"><div><input type="checkbox"/> Received in Business Office</div><div><input type="checkbox"/> Set up with Bank</div><div><input type="checkbox"/> User ID</div><div><input type="checkbox"/> Unique ID</div></div>	<div style="display: flex; flex-direction: column; gap: 5px;"><div><input type="checkbox"/> Cardholder Training</div><div><input type="checkbox"/> Cardholder Agreement Signed</div><div><input type="checkbox"/> Administrator Initials</div><div><input type="checkbox"/> Add user to email contact list</div></div>
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