

JACKSON STATE UNIVERSITY
University Strategic Sourcing Services
P. O. Box 17029
Jackson, MS 39217

American Express Corporate Account Application Authorization

The American Express corporate Card is issued as a courtesy and convenience for travel during University Business only. This authorization (in its original form) must be submitted to the office of University Strategic Sourcing Services with the American Express Corporate Card application to affirm that an employee's position entitles them to travel on university business.

Persons employed with the University whose positions entitle them to travel on university business are encouraged to apply for the card with the Department Head's approval. Jackson State University reserves the right to collect outstanding balance by payroll deduction of the full amount.

Employee Name:	_____
Position Title:	_____
Employee Phone Number:	_____
Employee Email Address:	_____
Department:	_____
Department Head Name:	_____
Department Head Phone Number:	_____
Department Head Phone Email Address:	_____
<i>I agree to terms indicated above and the terms of the American Express agreement.</i>	
_____	_____
Employee Signature	Date
<i>I am authorizing the above named employee to apply for an American Express Corporate Account for University business travel.</i>	
_____	_____
Department Head Signature	Date
_____	_____
Elma M. Wade, Program Administrator	Date