



Michigan Technological University

Accounting Services

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## Request for Access Purchasing Credit Card Reallocations on <http://informationmanagement.visa.com>

New Request

Additional Request

**Authorization by the cardholder is required.**

Instructions: Fill out all fields, print the form, have it signed by each credit card holder and send it to Lisa Redding in Purchasing

Name	<input type="text"/>	E-Mail Address	<input type="text"/>
Title	<input type="text"/>	Office Phone	<input type="text"/>
Department	<input type="text"/>	Date	<input type="text"/>

**List the purchasing credit card below that you need to access for making reallocations on the Visa Information Management (VIM) website.**

Last 4 digits of card #	Index	Card Holder	Card Holder Signature
OR			Department Head Signature
Please grant access to all Department Cards.			

**An Accounting Services representative will notify you of your userid and password.**

If you have questions about how to use the Procard website or want training, contact Bobbie Dalquist (rbdalqui@mtu.edu, 487-2239); Instructions: <http://www.admin.mtu.edu/acct/dept/pur/purchcard>

**Accounting Services Use Only**

Date granted access \_\_\_\_\_ Credit Card Administrator Signature \_\_\_\_\_