



Michigan Technological University

Accounting Services

5th Floor Citizens Bank Bldg
1400 Townsend Dr.
Houghton, MI 49931-1295
906/487-2252 Fax 906/487-2521

**Request for Access
Purchasing Credit Card Reallocations on
<https://www.access-online.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 Access Online (Axol) 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 Axol website or want training, contact Eddie Johnson (eddie@mtu.edu, 487-2436); Instructions: <http://www.admin.mtu.edu/acct/dept/pur/purchcard>

Accounting Services Use Only

Date granted access _____ Credit Card Administrator Signature _____