



Instructions: Please fill out the application information in the Applicant Name section and forward to your Business Office. The Business Office will review the form and email it to purchasing.card@yale.edu.

<b>To:</b>	Manager Electronic Commerce
<b>Date:</b>	_____ (MM/DD/YYYY)
<b>From:</b>	Lead Administrator or Operations Manager (print): _____ Lead Administrator or Operations Manager (signature): _____ Department: _____

Applicant Information	
Please provide the following information and deliver this form to your Lead Administrator/Operations Manager for completion and approval	
<b>Name as it appears on card:</b>	
<b>Card Number (last 4 digits only):</b>	
<b>Department:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

Explanation for Original Card Suspension	
Difficulty obtaining receipts from suppliers	Inappropriate use
Not initially clear about program requirements	Personally unavailable (e.g. out of country)
Other (please specify): _____	
<b>Corrective actions taken since suspension:</b>	
<b>Is the Cardholder now in full compliance with Program Requirements?</b> Yes      No	

For Controller's or Electronic Commerce Office Use Only	
Approved	Denied
<b>Authorizing Signature and Date:</b>	
<b>Controller Comments:</b>	

Card to be reactivated with Controller's Office or Electronic Commerce Office authorization only. Controller's Office or Electronic Commerce Office will advise Cardholder's Business Office and the Purchasing Card Office of action via email of this form.