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| **Corporate Credit Card Business Case Form**    **PAY TO:**    **NAME ADDRESS** | |
| **Guidance** | |
| Once completed, please send this completed business case form via email to [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk) (marked for the attention of Service Assurance Team in the subject header). Please copy in your manager/approver into the submission as proof of authorisation.  We will let you know if your application has been approved by the Finance Directorate within 2-3 weeks. Once approved, we will forward to you the RBS cardholder application form for completion before issue of the credit card.  For information about our privacy policy and how we use your information please go to <https://www.edweb.ed.ac.uk/finance/about/privacy>  Please review the guidance document for [Corporate Credit cards](https://www.ed.ac.uk/finance/about/sections/service-assurance/corporate-credit-cards) when completing this form. | |
| **Employee details** | |
| Full name: |  |
| Job Title: |  |
| Staff ID Number: |  |
| Department/School: |  |
| Email address: |  |
| Contact telephone number: |  |
| I have access to People & Money (Y/N) |  |
| **Business case** | |
| Please state in no more than 300 words the justification for requiring a corporate credit card: | |
| Proposed credit limit:  *(based on anticipated usage of the card and the likely expenditure to be incurred)* |  |
| **Authorisation** | |
| Signature: |  |
| Date (DD/MM/YYYY): |  |