

JP MORGAN CHASE PROCUREMENT CARD AIRFARE  
AUTHORIZATION FORM  
DEPARTMENT HEAD APPROVAL

Return this form, along with the application to:  
Procurement/Travel Card Administrator  
Controller's Office  
George Eastman Building, 6<sup>th</sup> floor

Please provide a JP Morgan Chase Procurement Card with airfare for:

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Five-digit department number

\_\_\_\_\_  
Cardholder's DCE User Name

\_\_\_\_\_  
Department Head Name (Please Print)

X \_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
RIT Telephone Number

\_\_\_\_\_  
Date