

Date: _____

MEMORANDUM

TO: Monica O'Brien
American Express Card Administrator

FROM: Department Head

SUBJECT: American Express Card Application Authorization

I authorize the attached application for an American Express Corporate card.
The applicant's name is _____ and the job title is
_____.

Both the cardholder and I understand that this card can only be used for reimbursable travel. Any misuse of the card could result in cancellation of the account or disciplinary action.

Department Head Signature: _____

Printed Name: _____

Applicant Signature: _____

Date: _____