Bank of America Merrill Lynch

COLUMBIA PUBLIC SCHOOLS
BANK OF AMERICA - TRAVEL CARD APPLICATION
(REV 01/14/16)

Return Completed Form to: Business Services/Aslin Building
Attn: Alexia Hunt

EMPLOYEE INFORMATION (person responsible for the card)

First Name | Middle Initial | Last Name

School/Department Name | Street Address (School/Dept Location) | Zip

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Business Phone | Home/Personal Phone | CPS Id Number

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Default Account (Key code – Object code) | Employee's First Day of CPS Employment

@cpsk12.org

Email address of person reconciling transactions

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9-digit verification number used to ACTIVATE card and reset PIN number through the website if needed (SSN, phone #, CPS ID, etc.)

DISTRICT INFORMATION

Company Name	Address	City	State	Zip
Columbia Public Schools	**1818 W Worley Street**	**Columbia**	**MO**	**65203**

Declining balance card - monthly limit $10,000 for hotel and airfare travel expenses only
Monthly Credit Limit

Columbia Public School District
Second Line of Embossing

EMPLOYEE / APPROVAL SIGNATURES

Signature of Employee | Signature of Supervisor | Signature of Director of Business Services

Date | Date | Date

For more information on the Purchasing Card program visit - www.cpsk12.org/Page/5771