



### Employee Financial Permissions Request

Employee Last Name	First Name	Catnet ID

Employee Department/Division	Employee Title	Supervisor's Name

**Purchasing Authority**

Employee needs purchasing profiles (Amazon, Staples):                      Yes                      No

Employee Signing Authority amount for check requests, invoices, and requisitions:

\$500                      \$1,000                      \$2,500                      \$5,000                      \$10,000

**Visa Access**

Employee needs to be a Linfield Visa Cardholder: (Employee must complete credit card application)

Yes                      No

Employee needs Visa management permissions: (To manage individual or other cardholder accounts)

Yes                      No

**Account Access**

Employee needs Self-Service Budget Access:                      Yes                      No

List specific accounts, range of accounts, or a narrative describing the area of signing and budget authority (i.e. Music accounts, include budget and specially designated or gift accounts).

Employee Signature/Date \_\_\_\_\_

Supervisor Signature/Date \_\_\_\_\_

Area Vice President Signature/Date \_\_\_\_\_

**Please return to the Accounting Office, Melrose 112 or by mail to Unit A512. Please send questions to [creditcardsupport@linfield.edu](mailto:creditcardsupport@linfield.edu).**

**A new employee financial permissions must be prepared upon changes in job responsibilities, purchasing authority, signing limits, account access, or credit card access.**