

EMPLOYEE NAME	_____		
HOME ADDRESS	_____		
CITY	_____	ZIP CODE	_____
DEPARTMENT OF EMPLOYMENT AT OSU	_____		
HOME PHONE	_____	DEPT PHONE #	_____
DATE OF BIRTH	_____	SOC. SEC. #	_____

This OSU Agreement is not valid unless fully completed and signed by the applicant. US BANK reserves the right to make approval contingent based on their normal credit standards. This may entail making a credit bureau check. If you ask, US BANK will tell you if a credit report was obtained and the name of the credit bureau that supplied it. You agree to be bound by the terms of the cardholder agreement that will be mailed to you if you are approved for an account. By signing below, you agree to the following: the US BANK VISA card is to be used only for authorized travel expenses. Misuse of the card may result in disciplinary action, to include termination of employment. You agree to surrender the card immediately upon retirement, termination or upon request from the OSU Office of Business Affairs. OSU assumes no liability for this card, you are totally liable for all charges made against this account and any other obligation arising from the use of the card. You also agree that if your employment terminates before OSU has reimbursed you in full for your authorized travel expenses, OSU may pay US BANK directly the amount of any of your unreimbursed authorized travel expenses. If the card is lost or stolen, you will immediately notify both US BANK at 1-800-344-5696 and OSU Business Affairs at 1-541-737-4262.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_