

MSU Department Billing Account for Enterprise

068 %LOOLQJ \$FFRXQWV DUH XVHG ZKHQ WKH HPSOR\HH UHQWLQJ D FL 3D\PHQWV IRU UHQWDOV PXVW EH LQ WKH GULYHU\TV QDPH RU RQ D %L card listed on this application. If a department purchasing card is used for this application, the person who is listed on the purchasing card application is responsible for all charges from Enterprise tied to this billing account.

DEPARTMENT DETAILS

Department Name:

Org First 5 digits

Last 4 Digits of Card Number:

Name of Contact: (please print)

Phone Number of Contact: (270) 809 -

E-mail Address of Contact: @murraystate.edu

Card Expiration Date:

SIGNATURES

Cardholder or Responsible Party Date: / /

Financial Manager of FOAPAL Date: / /

Please route this form to Accounting & Financial Services, 200 Sparks Hall

- x It will take 5-7 days to set up a billing account with Enterprise.
- x Enterprise will call the person listed on this application to get the middle digits of the credit card and any other credit card information needed before processing the billing account.
- x If the cardholder or responsible party changes, please complete a new BA Application, and notify Accounting and Financial Services at (270) 809-4126 or sjennings@murraystate.edu.

Accounting Use Only

Date: / /
Manager, Grants & Contracts, if applicable

Enterprise BA #: _____