

Establishment of a Centrally Billed Account

To: Senior Travel Official
Thru: Director, Travel Management Division (TMD)
From: Chief Financial Officer, *Bureau*
Approving Official

Subj: Request to establish a new Centrally Billed Account Travel Card

1. The (insert Bureau) would like to establish a Centrally Billed Account (CBA) for the Travel line of business under Hierarchy Level 1 (insert hierarchy number). The information provided below addresses the terms and conditions for the issuance and use of the JP Morgan Chase Corporate Charge Card:

2. Justification for establishing and using the JP Morgan Chase Corporate Charge Card:

3. State management intent to address the following CBA administrative functions:

- Reconciliations:
- Briefing cardholder on their responsibilities and proper use of the card:
- Collecting any unauthorized charges:
- Preventing and reporting any abuse of the card:

4. Please indicate what the cardholder's responsibilities will include:

5. Attached is the JPMC Authorization Form to add authorized individuals to call the JPMC Program Coordinator team to discuss this account.