

# 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\ V 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](mailto:sjennings@murraystate.edu).

Accounting Use Only

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

Enterprise BA #: \_\_\_\_\_