

ENTERGY

REQUEST FOR ENTERGY CORPORATE CARD

APPLICANT INSTRUCTIONS:

- 1) Send your request to your supervisor for approval processing along with a copy of your driver's license or state ID and Entergy ID.
- 2) Retain a copy for your records.
- 3) Upon completion of the authorization process, RiverLand Credit Union will mail an Entergy Corporate Card to approved applicants and notify participants of the issue status.

Employee Information: (All information must be completed for card issuance)

New Card Request Transferred Employee Requesting Continued Use Credit Limit Increase

Name:	Social Security #:	Date of Birth:	
Home Address:	City:	State:	Zip:
Home Phone:	Work Phone:	Mail Unit:	
Cell Phone:	Job Title:	E-mail:	
Current Entergy Card Account Number:			Exp.:
Present Credit Limit: \$		Credit Limit Requested: \$	
Have you ever had an Entergy System Credit Card previously issued? <input type="checkbox"/> Yes <input type="checkbox"/> No			

By completing this section, I agree that all information is true and provided without intent to defraud.

Forward this request to your Supervisor for further processing.

Entergy Supervisor Approval:

Name:	Title:	Date:
Work Phone:	Email:	
Applicant Company:	<input type="checkbox"/> APL <input type="checkbox"/> ESI <input type="checkbox"/> EOI <input type="checkbox"/> MPL <input type="checkbox"/> GSU	
	<input type="checkbox"/> LPL <input type="checkbox"/> OPS <input type="checkbox"/> OTHER-Please Specify:	
Recommended Credit Limit: \$		

Forward this request to RiverLand Credit Union for further processing.

RiverLand Credit Union Use Only:

Approved/Denied:
Credit Limit Approved: \$
Date Card Issued:
Date Forwarded to Supervisor:

Upon completion, please forward this request to RiverLand Credit Union,
by e-mail to mastercard@riverlandcu.org, fax 504-576-5626, or interoffice mail L-ENT-RCU.
Before forwarding this form, read the following information for clarification of program parameters.

I request that an Entergy Corporate Credit Card sponsored by RiverLand Credit Union be issued in my name for the purpose of conducting System/Company business. I understand that this account is to be used **only** for business related expenses and that I am personally responsible for charges to this account. I agree to pay the account in full each month. It is my responsibility to seek reimbursement from the System/Company by filing expense accounts in a timely manner; however, I understand and agree that payment by me is due, in full each month, by the due date, regardless of the status of my expense reimbursement. By signing or using the card issued, I acknowledge receipt of and agree to be bound by all of RiverLand Credit Union's terms and conditions in effect at the time of use. Should I cease employment with the System/Company, I guarantee that I will immediately cease using the card and promptly return it to Human Resources. Should my employment status change and I transfer from one System/Company to another, I agree to apply for "continued use" approval from the System/Company I am transferring to and I agree to cease use of this card until such approval is granted.

Signature: _____ Date: _____