

# American Express Corporate Purchasing Card CORPORATE HIERARCHY AND BILLING INFORMATION WORKSHEET

## MASTER CONTROL

The Master Control level is assigned to a senior corporate official, such as CEO, CFO or President. It is the highest level of the hierarchy and is for American Express reference only. There is only one Master Control level for the entire corporation.

Name Bonny B. Seward  
(20 Characters Maximum)

Company Name RESEARCH FNDTN/SUNY  
(20 Characters Maximum)

Address P.O. Box 9, Albany, NY 12201  
(20 Characters Maximum)

Phone ( 518 ) 434-7050 Fax ( 518 ) 434-7001

\*Character maximum includes all spaces and punctuation. Names should be typed with first name, then last name.

## INTERMEDIATE CONTROL

The Intermediate Control level is the level from which the Monthly Billing Statement is generated. American Express recommends assigning this level to the Program Administrator. This level is also used to generate monthly reports.

Name \_\_\_\_\_  
(20 Characters Maximum)

Company Name \_\_\_\_\_  
(20 Characters Maximum)

Address \_\_\_\_\_  
(20 Characters Maximum)

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

\*Character maximum includes all spaces and punctuation. Names should be typed with first name, then last name.

## BILLING CYCLE PREFERENCE

The billing cycle is the time elapsed between one statement date and the next. See page (28) for further explanation. Please circle one billing cycle.

### BILLING CYCLE: (double click number to select)

0   /1/   2   3   4   5   6   7   8   9

### APPROXIMATELY CORRESPONDING DAY OF THE MONTH:

2nd   5th   8th   11th   14th   17th   20th   23rd   26th   29th

## PAYMENT METHOD

See page (29) for bank information. Please check one.

Check

ACH

WIRE



Corporate  
Services