

University of Richmond

AAA Corporate Membership Request Form

University of Richmond employees, who travel frequently on University business, *may* be eligible for a Corporate AAA membership through the University of Richmond. (Ex: Admissions Officers, Athletic coaches, Gift Officers, etc.)

Please complete this form to request a Corporate AAA Membership. Membership will cover the employee only and will be the Basic Plan (\$71.00 per employee). AAA Plus memberships (\$118.00 per employee) will be given in only limited circumstances and require approval of the employee's Dean, Director, or VP and Jenni Sauer, AVP & Controller.

Send the completed request to Francheska Williams in the Accounts Payable Office, Maryland Hall G13.

Employee's Printed Name: _____ Extension _____

Home Address: _____

Home Phone Number: _____

Email Address: _____

Please indicate what departmental index this membership should be charged to. _____ - 7032

Employee's Signature: _____ Date: _____

Approver's Printed Name: _____ Ext. _____

Approver's Signature: _____ Date: _____

Complete this section ONLY if a AAA Plus membership is requested:

Reason Why AAA Plus is needed: _____

Dean/Director /VP's Printed Name: _____

Dean/Director/VP's Signature: _____ Date: _____

AVP & Controller's Signature: _____ Date: _____

AP Office Use Only:

Approved by: _____
Accounts Payable Manager

Date Request Submitted to AAA: _____

Date Card Received by AP: _____ Date Card Distributed to New Member: _____