

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 (\$61.25 per employee). AAA Plus memberships (\$100.25 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 Lynn Gibbons in the Accounts Payable & Corporate Accounts 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: _____

<p>Complete this section ONLY if a AAA Plus membership is requested:</p> <p>Reason Why AAA Plus is needed: _____ _____</p> <p>Dean/Director /VP's Printed Name: _____</p> <p>Dean/Director/VP's Signature: _____ Date: _____</p> <p>AVP & Controller's Signature: _____ Date: _____</p>
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<p>AP Office Use Only:</p> <p>Approved by: _____ Accounts Payable Supervisor</p> <p>Date Request Submitted to AAA: _____</p> <p>Date Card Received by AP: _____ Date Card Distributed to New Member: _____</p>
