

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 (\$75.00 per employee).

**Send the completed request to Francheska Williams in the Accounts Payable Office,
Maryland Hall G24.**

Employee's Printed Name: _____ Extension _____

Home Address: _____

Home Phone Number: _____

Email Address: _____

DOB: _____

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>AP Office Use Only:</p> <p>Approved by: _____ Accounts Payable Manager</p> <p>Date Request Submitted to AAA: _____</p> <p>Date Card Received by AP: _____ Date Card Distributed to New Member: _____</p>
--