

## Memorandum

**To:** Pattie Collins, Travel Services

**From:**

**Subject:** New CTA Account

**Date:**

Please set-up a new Central Travel Account for the following department:

Department Name:

Department Org #:

Department Phone #:

Department Address:

Department Zip:

Contact Person:

Contact Phone #:

Default Budget Coding:

Reconciler:

Reconciler's email:

Supervisors email:

Individuals to be notified when transactions are in payment net:

List of at least 3 people authorized to make purchases using the CTA Account:

- 1.
- 2.
- 3.