

Corporate Credit Card Authorization

If you are a contractor and you will be ordering from FEDMALL under a Contractor Logistics Support Program or Performance Based Logistics Program, and you have been advised by your company project lead that you will be using a company issued credit card to pay for the items you need to order, then you should apply for this special permission.

Specific instructions for completing this form:

1. Complete the form as instructed.
2. Sign the form.
3. Receive all the signatures that the form requires.
4. Electronically send this form to the FEDMALL Registration Authority below.
j64csaccessmanagement@dla.mil

After your request has been processed, you will receive an email confirmation that your authorization has been activated. If you have questions, please call FEDMALL Support at 1-877-352-2255.

USER INFORMATION	
Name:	
Email:	
Commercial Phone:	
User ID:	System Generated
Department:	
Service/Agency of Assignment:	
Major Command:	
Unit of Assignment:	
Duty Station/City:	
State/Province:	
Postal Code:	
Country:	
CONTRACT INFORMATION	
Contract Start Date*:	
Contract End Date*:	
Company Name*:	
Supervisor's Name:	
Supervisor's Phone:	
Supervisor's Email:	
Contracting Officer's Name*:	
Contracting Officer's Phone*:	
Contracting Officer's Email*:	
Contract Number:	
SIGNATURE AUTHORIZATIONS	
The above individual is authorized by my company to place orders with a Corporate Credit Card, and I am requesting that the individual be allowed to do the same on FEDMALL	
Requester's Signature	
Supervisor's Signature	
Contracting Officer's Signature	