![citi](citi logo)

CITIBANK® PROCUREMENT CARD SETUP FORM

SECTION I   **INSTRUCTIONS**

1. **Cardholder completes Section IV. (PLEASE TYPE OR PRINT LEGIBLY)**
2. **Business Coordinator completes default cost center information and Account Manager information (if applicable) in Section V.**
3. **Business Coordinator completes Monthly Card Credit Limit in Section VI.**
4. **Business Coordinator and Department Administrator sign in Section V.**
5. **Program Administrator completes Sections II, III and VI, then signs in Section VII.**

SECTION II   **REPORTING PARAMETERS**

Reporting Hierarchy: (1)   __3356__   __70107__   __42759__   C_____   Bulk Ship ID (leave blank)

SECTION III   (2) PLASTIC TYPE = 1307   POS ☒

SECTION IV   **CARDHOLDER INFORMATION (PLEASE PRINT LEGIBLY)**

(3) _____
   *First Name of Cardholder   ***Middle Initial**   ***Last Name** (maximum 25 characters)

(4)   759 UHCL _____
   Company Name (maximum 24 characters)

(5) _____   (281) 283 -
   *Campus Mail Code   ***Business Phone**

(6)   2700 Bay Area Blvd _____   (281) 283 -
   Billing Address Line 1 (maximum 36 characters)   Fax Number

   Houston   TX   77058-1002   USA
   City   State   Zip Code   Country

(7) _____ (8) _____ (9) _____
   *EmplID Number   ***Card Activation Password (Last 4 digits of SocSecNum)**   ***Email Address**

SECTION V   **DEPARTMENT AUTHORIZATION**

*Department Name: _____

*Account Manager Name and EmplID (If other than Business Coordinator): _____

Default Accounting Code **Account: 20109 Cost Center:** _____   **Speed Type** _____

*Business Coordinator Signature _____   Date _____

*Department Administrator Signature _____   Date _____

SECTION VI   **AUTHORIZATION PARAMETERS**

*Dollars per Cycle Limit (Card Limit) $: _____   Dollars per Transaction Limit $: _____

 MCC Template: _____

SECTION VII   **PROGRAM ADMINISTRATOR SIGNATURE AND PHONE NUMBER**

Program Administrator's Signature _____   Date _____

Program Administrator's Name (printed) _____

Program Administrator's Business Phone Number: (281) 283 - 2150   Fax: (281) 283 - 2156

*Asterisked fields must be completed prior to submission.