



Procurement Card Application

Cardholder Information

Name: _____
First M.I. Last

S#: S _____ Phone #: _____

Email: _____

Campus Mailing Address: _____

Banner User ID (If you do not have one, mark "NEW"): _____

Department: _____ Default Org Code: _____

Mother's Maiden Name: _____

I, the cardholder, represent and warrant that all information on this application is true and correct, and my use of the P-Card to be sent to me shall constitute my agreement with the terms, conditions and procedures contained in the Citibank Commercial Card Cardholder Account Agreement and the CCD Procurement Card Handbook that will accompany the card.

Cardholder: _____
Print Name Signature Date

Supervisor Approval

Print Name Signature Date

Approving Official Information

Print Name Signature Date

List additional org codes needed for reallocation in Banner:

Internal Use Only

Approved by: _____
P-Card Administrator Date

*MCC Templates: _____

*Amount Per Transaction Limit: _____ *Amount Per Cycle Limit: _____

Processed CitiManager ☐ Date _____ Security/FOMPROF Request ☐ Date _____