

**GUIDE TO
CITIBANK® NAVY APPROVING OFFICIAL
ACCOUNT SETUP/MAINTENANCE FORM**

Form used to add approved A/Os.

Section I – Instructions

1. Instructions

- 2. Type of Request: New or Add or Change or Close:** Mark box “New” if requesting a completely new Approving Official (Invoice). Mark box “Add” if requesting the addition of an alternate Approving Official. Mark box “Change” if new A/O is replacing old A/O with an existing account number (Corporate Account Number-Invoice). Mark box “Close” if the Approving Official’s account is to be closed. **Remember:** If you close the Approving Official’s account, all Cardholder accounts connected to the Approving Official’s account will be closed as well.

Section II – Approving Official Information (Write all information ABOVE the lines in this section.)

- 3. Approving Official Name:** Provide the Approving Official’s first name, middle initial and last name (maximum 24 characters total).
- 4. Approving Official Corporate Account Number:** Must supply 16-digit account number if requesting change to existing profile. Leave blank if new request.
- 5. Agency/Organization Name:** Name of Agency or Department.
- 6. Verification Information:** A/OPC to provide identification password (i.e., a control number). This will be requested when the A/O contacts Citibank Customer Service for assistance.
- 7. Business Mailing Street Address:** Physical mailing address for the Approving Official.
- 8. Business Phone:** Area code and business phone number.
- 9. Fax Number:** Area code and fax number.
- 10. Navy Unit Identification Code and Obligation Indicator:** Seven characters only: supply full Unit Identification Code (six characters) with bulk obligation indicator at end: **B** for Bulk, **T** for Transactional, **S** for SALTS, **W** for Working Capital or **O** for OCONUS obligation (one character).
- 11. Master Accounting Code (LOA):** Check “Yes” if NAFI (Non-Appropriated Fund Instrumentality) account, “No” if appropriated funds. Must supply Line of Accounting for Approving Official. See LOA guide for further definition.

Section III – Reporting Parameters

- 12. Reporting Hierarchy:** For changes to existing Approving Official (AO) accounts, provide reporting hierarchy levels one through six. For a new setup request, provide reporting hierarchy levels one through five.

Section IV – Authorization Parameters

- 13. Dollars per Cycle Limit \$:** Must supply 30-day cycle limit.
- 14. Number of Transactions: Cycle and Day:** Setting the number of transactions per cycle and per day is optional.

Section V – A/OPC Signature

- 15. Agency/Organization Program Coordinator’s Signature:** Provide signature and printed name of A/OPC.