

CITIBANK® NAVY PURCHASE CARD SETUP FORM

SECTION I	INSTRUCTIONS
1. To add a new account, the A/OPC must complete all sections and sign in Section VI. 2. Maintain a copy in the Cardholder and Agency/Organization Program Coordinator's files. 3. Fax completed form to 605-357-2092 or mail to Citibank® Government Services, P.O. Box 6125, Sioux Falls, SD, 57117-6125. 4. If A/OPCs have access to the CitiDirect® Card Management System, please fill out online application and submit electronically.	

SECTION II	CARDHOLDER INFORMATION (Please Print)		
(1)	*First Name of Cardholder	*Middle Initial	*Last Name (maximum 24 characters total)
(2)	*Name of Approving Official		*Approving Official Account Number
(3)	*Agency/Organization Name (maximum 24 characters)		(4) *Verification Information, Benefit Start Date (MMYY)
(5)	4th Line Embossing		(6) *Activation Information (Last 4 digits of SSN)
(7)	*Business Mailing Street Address Line 1 (maximum 36 characters)		(8) () *Business Phone
Business Mailing Street Address Line 2 (maximum 36 characters)			
*City		*State	*Zip Code
			Country
E-mail Address		(9) ()	
		Fax Number	
(10) *ID Verification Code 1: Unit Ident. Code (UIC), e.g., N12345		(11) *Master Accounting Code (LOA) Is this account NAFI : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number next to field description is required length of field.			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
{ GA: 2	BFYEFY: 8	APPN: 4	SBHD: 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		OBJCLS: 4	BCN: 5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PAA: 6	CC: 12 }	{ } = Required for all activities.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(MCC: 2) () = STARS HCM only	[FA: 2	BESA: 2	CAC: 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	BRC: 2	RON: 3	RBC: 1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	FC: 2]	[] = USMC only	

SECTION III	REPORTING PARAMETERS
(12) *Reporting Hierarchy: 1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____	

SECTION IV	AUTHORIZATION PARAMETERS
(13) *Cycle Limit \$: _____ (17) Convenience Checks: Y _____ N _____ 2 Bks _____ 6 Bks _____	
(14) *Single Dollar Transaction Limit \$: _____ (18) "Not to Exceed" Amount (\$): _____	
(15) Cycle Number of Transaction(s): _____ (19) *MCC Template Name: _____	
(16) Daily Number of Transaction(s): _____	

SECTION V (20)	*PLASTIC TYPE (Please check one of the following)
Government Standard _____ White _____	

SECTION VI (21)	The agency agrees to abide by the procedures established in the Citibank® Government Card guidelines. We understand that it is our responsibility to notify Citibank at 1-800-790-7206 (overseas call collect 011-904-954-7580) immediately if a card is lost or stolen.		
*Agency/Organization Program Coordinator's Signature _____		Date _____	

GUIDE TO CITIBANK® NAVY PURCHASE CARD SETUP FORM

Form used for a new Purchase Card Applicant.

Section I - Instructions

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

1. **Cardholder Name:** Provide first name, middle initial and last name of cardholder (maximum 24 characters total).
2. **Name of Approving Official and Approving Official Account Number:** Please provide this information in the space indicated on the front of this form.
3. **Agency/Organization Name:** Name of Cardholder's Agency or Department.
4. **Verification Information:** Benefit Start Date (SF50 Form). This information will be requested of the Cardholder when he/she contacts Citibank Customer Service for assistance.
5. **4th Line Embossing:** Agency, Bureau or Operating Administration name (maximum 20 characters including spaces, i.e., GSA). This appears on the card under the Cardholder's name.
6. **Activation Information (Last Four Digits of Social Security Number):** Used for card activation. Cardholder provides the last four digits of his/her Social Security number.
7. **Business Mailing Street Address:** Address where the card and statements will be mailed.
8. **Business Phone:** Area code and business phone number.
9. **Fax Number:** Area code and fax number.
10. **ID Verification Code:** Information required is the full six-character Unit Identification Code (UIC).
11. **Master Accounting Code (LOA):** Must mark "Yes" if NAFI (Non-Appropriated Fund Instrumentality) account. If appropriated funds, must mark "No." Must fill in Default LOA (Line of Accounting) for this Cardholder's transactions. See LOA guide for further definition.

Section III – Reporting Parameters

12. **Reporting Hierarchy:** The five-digit reporting code assigned to each level within the organizational hierarchy that defines the Cardholder's relationship within your Agency's reporting structure. Six five-digit codes are assigned to your Agency. Contact your Client Account Manager for your Agency's specific codes.

Section IV – Authorization Parameters

13. **Cycle Limit \$:** Monthly spending limit.
14. **Single Dollar Transaction Limit \$:** Single transaction limit, i.e., \$500; this would restrict a Cardholder from purchasing more than \$500 for a single purchase.
15. **Cycle Number of Transaction(s):** Number of transactions a Cardholder can perform per monthly cycle.
16. **Daily Number of Transaction(s):** Number of transactions a Cardholder can perform per day.
17. **Convenience Checks:** Indicate access to convenience checks; mark "Y" for "Yes" and "N" for "No." Indicate number of checkbooks to be issued, either two or six. Note: Each checkbook contains 25 checks.
18. **"Not to Exceed" Amount (\$):** If eligible for convenience checks, indicate a "not to exceed" dollar amount to be printed on the check. This serves as notification for the merchant.
19. **MCC Template Name:** Merchant blocking schemes. For example, the Agency/Organization Program Coordinator may want to block certain types of merchants from being accessed by the Cardholder. Contact your Client Account Manager for your Agency's MCC template names.

Section V – Plastic Type

20. **Plastic Type:** Card type selection: 1) Government Standard: GSA-designed standard card. US Government is printed on the card; 2) Quasi-Generic: Plain silver plastic embossed with Government-assigned account number; 3) Non-POS (White): Issued for centrally billed accounts, CANNOT be used at the point-of-sale.

Section VI

21. **Agency/Organization Program Coordinator's Signature:** Program Coordinator must sign for approval.