 Individual Travel Card Application

***For Business/Purchasing Office use***

|  |  |  |  |
| --- | --- | --- | --- |
| Approved by:  |  | Date: |  |
|  *Terry Hindsman, PCard Administrator* |
|  |
| \*MCC Templates: |  GJA 8 & 9 | **LIMITS:**  Per Transaction: | $2,500 | Per Cycle:  | $7,500 |
|  |
| Bank: 1412 | **HIERARCHY:** Level 1: 19149  |  | Level 2: 22000 |  | Level 3: 70003 | Level 4:  |  |
|  |
| *Processed CitiManager:* | **🗆**  | Date: |  | *Distribution List:* |  |  |

***Approving Official Information***

|  |  |  |  |
| --- | --- | --- | --- |
| Name (please print): |  |  |  |
|  |  |  |  |
| Signature:  |  | Date: |  |

**To Be Completed By Card Holder:**

|  |  |  |  |
| --- | --- | --- | --- |
| \*Card Holder Name:  |  |  |  |
|  | Last | First | M.I. |

|  |  |
| --- | --- |
| 4th Line Embossing (if applicable):  |  |

 \*Statement Address: All statements will be sent to your business address. Please mark your location:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 9101 E. Lowry  |  | 1059 Alton Way  |  | 700 Boston St.  |  | 9026 E. Severn Pl. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| \*Employee S #: |  | \*Department:  |  |
|  |  |  |  |
| \*Email:  |  | \*Bus Phone No:  |  |

I, the cardholder, represent and warrant that all information on this application is true and correct, and my use of the card to be sent to me shall constitute my agreement with the terms, conditions and procedures contained in the Citibank Corporate Travel & Entertainment Card Cardholder Account Agreement and CCCS Travel Card Policies that will accompany the card. I acknowledge that I will be liable for all transactions made with my card.

|  |  |  |
| --- | --- | --- |
|  | Date:  |  |
| *Cardholder Signature* |  |  |