



**Citibank Visa Corporate Procurement Card
AUTHORIZATION FORM
SUNY College at Geneseo**

I hereby authorize the following employee in my department to obtain and use a Citibank Visa Corporate Procurement Card for purchases not to exceed \$2,500. I acknowledge that this person will follow all of the rules and regulations on this system and will complete the Purchasing Training Session.

Employee Name: _____ **Signature:** _____

Title: _____ **SSN:** _____

Department: _____ **Address:** _____
(Building and Room)

E-mail: _____

Phone: _____

Approved by: _____ **Signature:** _____
(Department Head) (Department Head)

Title: _____ **Date:** _____

Default Account Number: _____
(One account number per card.)

As the Department Head on this account, I will certify my review and approval of the Citibank Visa transactions on this account by:

- Signing the hard copy Citibank Visa summary statement
- Department Head certification is not required because cardholder has signing authority for default account indicated above.

Return completed form to Procurement Card Administrator: 245-5005 (Fax)