



**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:** \_\_\_\_\_

**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**