



CITIBANK® GOVERNMENT APPROVING OFFICIAL SETUP/MAINTENANCE FORM

Note: At an Agency/Organization's option, an Approving Official may be designated.

SECTION I INSTRUCTIONS

- To add, delete or change Approving Official (AO) information, the Approving Official completes Sections II and signs in Section IV, and the A/OPC completes Sections III, and signs in Section IV. Signatures are required only if submitted by fax or mail.
- Indicate the **type** of request: _____ AO Setup and CitiDirect® Card Management System ID Request
 _____ AO Setup but **DO NOT** issue a CitiDirect Card Management System ID
 _____ AO Setup and CitiDirect Card Management System ID Request for view only
- Indicate the **action** you are requesting: _____ Add to AO info _____ Change AO information _____ Delete AO info
 (Complete entire form) (Complete Reporting Hierarchy and only the items requiring a change) _____ Add as Alternate AO
- Maintain a copy in the Approving Official and Agency/Organization Program Coordinator's files.
- Fax completed form to your Client Account Manager at 904-954-7700.

SECTION II APPROVING OFFICIAL INFORMATION (Please Print)

(1) _____
First Name of Approving Official (maximum of 24 characters) **Middle Initial** **Last Name** (maximum 24 characters total)

(2) _____ (3) _____
Agency/Organization Name (maximum 24 characters) **Verification Information**

(4) _____ (5) () _____
Business Mailing Street Address Line 1 (maximum 36 characters) **Business Phone**

_____ **Business Mailing Street Address Line 2** (maximum 36 characters)

_____ **City** _____ **State** _____ **Zip Code** _____ **Country**

_____ (6) () _____ (7) _____
E-mail Address **Fax Number** **Discretionary Code 1** (maximum 12 characters)

SECTION III REPORTING PARAMETERS

Account Number: (8) _____

Reporting Hierarchy: (9) _____

SECTION IV (10) **AO and A/OPC SIGNATURE** (Required for paper submission)

Approving Official's Signature _____ Date _____

Approving Agency/Organization Program Coordinator's Signature _____ Date _____

_____ () _____ () _____
Full Name (Please Print) **Business Phone** **Fax Number**

SECTION V INTERNAL USE ONLY (This is to be completed by Citibank.)

1. Signature of Processor _____ Date _____ Form processed at Jacksonville's CS Center.

2. Signature of Services Administrator (Initial check) _____ Date _____ This setup form has all the needed information to process at the CitiDirect system.

3. Signature of authorized CitiDirect® Card Management System Representative (ID creator) _____ Date _____ The requested Login ID has been created.

**GUIDE TO
CITIBANK[®] GOVERNMENT APPROVING OFFICIAL
SETUP/MAINTENANCE FORM**

Form used to add Approving Officials.

Section I – Instructions

Section II – Approving Official Information

1. **Name of Approving Official:** Approving Official's full name – First name, middle initial and last name (maximum 24 characters total).
2. **Agency/Organization Name:** Please provide complete name of agency/organization of Approving Official.
3. **Verification Information:** Approving Official to provide identification password (i.e., a control number). This will be requested when the Approving Official contacts Citibank Customer Service for assistance.
4. **Business Mailing Street Address:** Physical mailing address for the Approving Official.
5. **Business Phone:** Area code and business phone number.
6. **Fax Number:** Area code and fax number.
7. **Discretionary Code 1:** Please provide appropriate discretionary code where applicable.

Section III – Reporting Parameters

8. **Account Number:** Provide your Government-assigned account number.
9. **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. Up to seven five-digit codes may be assigned to your Agency. Contact your Client Account Manager for your Agency's specific codes.

Section IV – AO and A/OPC SIGNATURE

10. **AO and A/OPC SIGNATURE:** Each Approving Official and Agency/Organization Program Coordinator listed must sign.

Section V – Internal Use Only

This section is for bank use only.