

**STATE UNIVERSITY OF NEW YORK  
FREDONIA  
CITIBANK VISA PROCUREMENT CARD  
AUTHORIZATION FORM**

---

I hereby authorize the following employee in my department to obtain and use a Citibank VISA 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 Procurement Card Training Session.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

- Approved for \$2,500 transaction limit.
- Other (contact Purchasing for additional limitations).

Approved by: \_\_\_\_\_  
(Department Head)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

User ID #: \_\_\_\_\_  
(filled out by Internal Control)

Default Account #: \_\_\_\_\_  
(Must be State Account)

**If additional accounts are used, please list them here (must be state account(s)):**

---

Mail this form to the Purchasing Department, 402 Maytum Hall.