

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

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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 per transaction and \$5,000 per month. 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. Refresher training is required once every three years.

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

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

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

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

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

- Approved for \$2,500 per 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)):**

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Mail this form to the Purchasing Department, 404 Maytum Hall.

02.28.19