



CITIBANK® APPROVING OFFICIAL SETUP/MAINTENANCE FORM

SECTION I

INSTRUCTIONS

To add, change or delete Approving Official (AO) information, complete Section I through III and AOPC signs in Section IV.

1. Indicate the **action** you are requesting:
- Add an AO and request Online Access (**Complete entire form**)
 - Add an AO for Online Access ONLY (**Complete entire form**)
 - Change AO information (**Complete Reporting Hierarchy and items requiring a change**)
 - Delete AO Access
2. Citidirect Access request:
- Approving Official Setup and CitiDirect® Card Management System ID Request
 - Approving Official Setup and CitiDirect® Card Management System ID Request for Read Only
 - AO Setup and **DO NOT** issue a CitiDirect® Card Management System ID

Maintain a copy in the Program Coordinator/Approving Official's files.
Fax completed form to your Client Account Manager at 904-954-7700.

SECTION II

APPROVING OFFICIAL INFORMATION

(3) _____
First Name of AO Middle Initial Last Name (maximum 24 characters total)

(4) _____
Agency/Organization Name (maximum 24 characters total)

(5) _____
Business Mailing Street Address E-mail Address

City State Zip Code Country

(6) () - (7) () - (8) (8A)
Business Phone Fax Number Verification Information Employee EPICS# or ID

SECTION III

REPORTING PARAMETERS

Agency Name/Account Number: (9) _____

Reporting Hierarchy: (10) _____

SECTION IV

(11) AO and A/OPC Signatures

1. Signature of Approving Official Date

2. Print Name of Approving Official Date

3. Signature of Program Coordinator Date

4. Print Name and Title of Program Coordinator Date

5. Current Program Coordinator Business Phone Number Fax Number

WV SAO Purchase Card Administration Signature Date

Agency Organization # (For WVA) Agency Tax Exempt #(For WVA)

Numbers in parentheses correspond to numbers on guide sheet on next page.



GUIDE TO CITIBANK® COMMERCIAL CARD APPROVING OFFICIAL SETUP/MAINTENANCE FORM

Section I – Instructions

- 1. Add an AO:** Allows an Approving Official to contact the designated Client Account Manager as well as other areas of Commercial Cards to gather information and update accounts based on account number(s) listed in Section III.
Add an AO for Online Access ONLY: Allows AO to contact the Helpdesk to reset their password but does NOT allow them to Contact Customer Service or the Client Account Manager.
Change AO Information: Complete Reporting Hierarchy and items requiring a change
Delete AO Access: Deletion of access.
- 2. Citidirect Access:**
Approving Official: An Approving Official has access to Card Management functions, but typically is inquire only or read only.
AO Read Only: A Program Coordinator with no update capability, but view capability in Card Management and Hierarchy. No statement approval rights.

Section II – PC Information

- 3. Name of Approving Official:** Approving Official's full name – First name, middle initial and last name (maximum 24 characters total).
- 4. Agency/Organization Name:** Name of Agency or Organization.
- 5. Business Mailing Street Address and Approving Official Email Address:** Physical mailing address for the Approving Official. Provide Approving Official's email address.
- 6. Business Phone:** Area code and business phone number.
- 7. Fax Number:** Area code and fax number.
- 8. Verification Information:** AO to provide identification password. This will be requested when the AO contacts Citibank Customer Service for assistance.
- 8A. Employee EPICS# or ID:** Identification number internal to State of West Virginia

Section III – Reporting Parameters

- 9. Company Name:** Please provide complete name of company of AO.
- 10. Reporting Hierarchy:** The five-digit reporting code assigned to each level within the agency's hierarchy that defines the Cardholder's relationship within your Company'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 Signatures

- 11. Both the Approving Official and Program Coordinator must print their names and sign the form.**
West Virginia SAO Card Administration signature required.
Agency Organization #: Internal identifier for State of West Virginia
Agency Tax ID #: Internal information for State of West Virginia.