



State University of New York  
College of Environmental Science and Forestry

## CITIBANK VISA TRAVEL CARD APPLICATION FORM

**I hereby authorize the following employee in my department to obtain and use a Citibank Visa Travel Card for purchases not to exceed \$2,000. I acknowledge that this person will follow all of the rules and regulations on this system. If these rules and regulations are not followed, I hereby authorize the removal of the card from this individual.**

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

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

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

Campus Address: \_\_\_\_\_ Ext.: \_\_\_\_\_

Approved for \$2,500 max transaction limit ***OR***  Approved for \_\_\_\_\_ (specify amount)

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Supervisor)

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

Default State Account #: \_\_\_\_\_

Additional Authorized Account #s \_\_\_\_\_

Is this the same person who will be reviewing your statements? \_\_\_\_\_ YES \_\_\_\_\_ NO

If no, please provide your review's printed name and signature below:

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please send completed form to: Patti Mayette, 102 Bray Hall**

**Cards take approximately 2-3 weeks to arrive on campus.**

**If you have questions about the card or this form, please call x 6640.**

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**BUSINESS OFFICE USE ONLY:**

User ID: \_\_\_\_\_

Verification: \_\_\_\_\_

Dept #: \_\_\_\_\_

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