

UTSA CitiBank Procurement Card Application Form

Check One:

Corp # 4565

<input type="checkbox"/> New	<input type="checkbox"/> Name Change/Request a New Card	<input type="checkbox"/> Credit Limit Change
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University Information	
Agency/ University Name University Of Texas San Antonio	Agency # 743

Cardholder Information		
Please fill in all fields		
First Name	Middle Name	Last Name
Employee ID (UTSA EID)	UTSA Email Address	Work Phone (210) 458-
Department Name	UTSA Address	Building, Room No.
City San Antonio	State Texas	Zip 4T

UTSA M&O Account Number	Last 4 Digits of Social Security Number
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Department Approval		
Reviewer Name	VP7 Electronic Final Approver Name	
Department Head Name	Signature	Date

To Be Completed By The Office of Post Award Administration		
For Grant Accounts Approval Only		
Name	Signature	Date

Cardholder Controls			
(defaults unless requesting a lower amount, if so please lower limits)			
Monthly Credit Limit \$10,000.00	Single Credit Limit \$5,000.00	Merchant Category Code MCC: 743UTSAPro/UTSA Pro 2	
MLC Change \$	SPL Change \$	Authorization Per Day 99	Transaction Per Cycle 999

Procard Administrator Name	Signature	Date
Account Number XXXX-XXXX-XX		