



Citibank® Government Approving Official Setup/Maintenance Form

Note: At an Agency/Organization's option, an Approving Official may be designated.

Section I: Instructions

1. To add, delete or change Approving Official (AO) information, the Approving Official completes Sections II and signs in Section IV, and the A/OPC completes Sections III, and signs in Section IV. Signatures are required only if submitted by fax or mail.
2. Indicate the type of request:
 - ☐ AO Setup and CitiManager – Transaction Management ID Request
 - ☐ AO Setup but **DO NOT** issue a CitiManager – Transaction Management ID
 - ☐ AO Setup and CitiManager – Transaction Management ID Request for view only
3. Indicate the action you are requesting:
 - ☐ Add to AO info (**Complete entire form**)
 - ☐ Change AO information
(**Complete Reporting Hierarchy and only the items requiring a change**)
 - ☐ Delete AO info
 - ☐ Add as Alternate AO
4. Maintain a copy in the Approving Official and Agency/Organization Program Coordinator's files.
5. Fax completed form to your Client Account Specialist at 904-954-7700.

Section II: Approving Official Information (Please Print)

(1) _____	_____	_____	_____
First Name of Approving Official	Middle Initial	Last Name (maximum 25 Characters total)	
(2) _____	(3) _____		_____
Agency/Organization Name (maximum 25 characters)	Verification Information		
(4) _____	(5) _____	_____	_____
Business Address Line 1 (maximum 40 characters)	Business Phone	Business Extension	
Business Address Line 2 (maximum 40 characters)			
Business Address Line 3 (maximum 40 characters)			
City	State	Zip Code	Country
_____	(6) _____		
E-mail Address	Discretionary Code 1 (maximum 30 characters)		

Section III: Reporting Parameters

Account Number: (7) _____

Reporting Hierarchy: (8)

_____	_____	_____	_____
HL 1	HL 2	HL 3	HL 4
_____	_____	_____	_____
HL 5	HL 6	HL 7	HL 8

ALL fields must be completed prior to submission or the form will be returned to you.
Numbers in parentheses correspond to numbers on guide sheet on next page.



Guide to Citibank® Government Approving Official Setup/Maintenance Form

Section IV: (9) AO and A/OPC SIGNATURE (Required for paper submission)

Approving Official's Signature	Date	
Approving Agency/Organization Program Coordinator's Signature	Date	
Full Name (Please Print)	Business Phone	Business Extension

Form used to add Approving Officials.

Section I: Instructions

Section II: Approving Official Information

1. **Name of Approving Official:** Approving Official's full name – First name, middle initial and last name (maximum 25 characters total).
2. **Agency/Organization Name:** Please provide complete name of agency/organization of Approving Official.
3. **Verification Information:** Approving Official to provide identification password (i.e., a control number). This will be requested when the Approving Official contacts Citibank Customer Service for assistance.
4. **Business Mailing Street Address:** Physical mailing address for the Approving Official.
5. **Business Phone:** Area code and business phone number.
6. **Discretionary Code 1:** Please provide appropriate discretionary code where applicable.

Section III: Reporting Parameters

7. **Account Number:** Provide your Government-assigned account number.
8. **Reporting Hierarchy:** The seven-digit reporting code assigned to each level within the organizational hierarchy that defines the Cardholder's relationship within your Agency's reporting structure. Up to eight, seven-digit codes may be assigned to your Agency. Contact your Client Account Specialist for your Agency's specific codes.

Section IV: AO and A/OPC SIGNATURE

9. **AO and A/OPC SIGNATURE:** Each Approving Official and Agency/Organization Program Coordinator listed must sign.

Section V: Internal Use Only

This section is for bank use only.