



Harvard University

MasterCard Travel & Entertainment Card Application ALL INFORMATION REQUIRED

Applicant: Please complete the application online for clarity, do not **handwrite**. When complete PRINT and SIGN. Incomplete applications cannot be processed.

Cardholder's Name (First, Middle Initial, Last)			HUID
Delivery Address:			Mobile Phone Number
			Business Number
City	State	Zip Code	Email Address

Check One: Employee	Non-Employee (Student or Affiliate)	Contingent Worker (AllSource)
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By signing below, you request Citibank, to issue a Harvard University Corporate MasterCard to you. You understand and agree that the Corporate Card must be used only in accordance with the Citi Cardholder Agreement (click [here](#) for the "Cardholder Agreement"). You agree to be bound by the Cardholder Agreement and will sign the Corporate Card as soon as you receive it. You agree to only use the Corporate Card for Harvard University business purposes. Your use of the Card will also indicate your acceptance of the Card and the terms of the Cardholder Agreement. You understand that any use of the account number without the Card however initiated, shall also be deemed to be use of the Corporate Card and acceptance of the Cardholder Agreement. You authorize Citi and Harvard University to exchange information about you and about your account usage, in connection with the administration and operation of the Corporate Card Program.

Federal law requires us to obtain, verify and record information that identifies you when you open an account. We will use and provide Citi your name, address, and Harvard University ID number for that purpose.

You understand that in the event of any inappropriate use of the card, for example personal use, you will be required to make full reimbursement to Harvard of the amount inappropriately charged, and you may also be subject to disciplinary action up to and including termination of employment.

Cardholder Signature (Required)	Date
Supervisor's Signature (Required)	Date Phone Number
Department Manager Signature (Optional)	Date Phone Number

The Section below Must Be Completed by the School Financial Dean's Office

Financial Dean's Office (Required) Print Name:	Signature:	Date:	APPLICANT TUB & ORG NUMBER: <u>DO NOT LEAVE BLANK</u> _00_____
			BANK: 1410

This form is auditable and must be kept on file by the Financial Dean's Office.

CITI Mastercard Application Instructions

- Complete and print the application
- All applications require two levels of local approvals.
 - The first approval must come from your Department Supervisor/Administrator
 - The second approval must come from your Financial Dean's office [Click here to view a list of Financial Dean's Office approvers by tub number.](#)
- Financial Dean's Office approves and enters application in the Citi online system or emails the application to fad_corporatecard@harvard.edu.
- Once the application is entered in the online system, the cardholder should receive a card within 7 to 10 business days.

Other Important Information Regarding the Corporate Card Program

- Take a moment to read the cardholder agreement enclosed with the card. Cardholders are responsible for ensuring timely settlement of their account.
- Review T & E Card benefits
- Upon receiving your new Citi card you must sign and activate it prior to use.
- Once card is received, visit <http://cardservices.harvard.edu/resources-cardholders> for activation and online access instructions
- Customer Service: Cardholders may call Citi directly at 1-800-248-4553 with questions or issues regarding their account