

VISA PROCUREMENT/TRAVEL CARD ONLINE BANK

STATEMENT ACCESS FORM

User Information

Procurement Card or Travel Card? _____

Are you the Administrator (Yes/No)? _____

Are you the Cardholder (Yes/No)? _____

Do you currently have a Region's User ID (Yes/No)? _____

If you answered "No" to the last question please continue to New User Information

Current Region's User ID _____

New User's Full Name _____

User's E-Mail Address _____

Department Information

Department Name _____

Department Phone Number _____ Mail Stop _____

Card Information

List the last four (4) digits of the card number(s) and last name(s) on the cards that you need to access. If you need to access more than 5 cards, please attach an additional sheet.

Last Four _____

Last Name _____

Last Four _____

Last Name _____

Last Four _____

Last Name _____

Last Four _____

Last Name _____

Last Four _____

Last Name _____

Please send the completed Access Form to: Procurement Card Department, Mail Stop 9718