

## Harvard University MasterCard Corporate Card Application

### ALL INFORMATION REQUIRED

To be completed by applicant and signed by applicant and Tub/Unit Card Program Administrator. Please complete the application online; do not submit a handwritten application. Incomplete applications cannot be processed.

Cardholder's Name (First, Middle Initial, Last)	HUID (first 8 digits)
Delivery Address:	Mobile Phone Number:  Harvard Phone Number: Please provide a direct number; not a general department number.
City                      State                      Zip Code	Email Address

**Check One:**     Employee     Non-Employee (Contingent Worker, Affiliate, Other)  
 School/Unit [authorized requestors](#) must also submit a [Concur Access Form](#) for non-employees.

I, \_\_\_\_\_, request a Harvard University Corporate Card and agree to use the Corporate Card solely for valid Harvard business expenses. I agree to the following:

1. I confirm that, prior to my submission of this form, I completed any required School or Unit trainings and read the [University Card Policy](#). I understand that, as a cardholder, I will be responsible for the timely and complete submission of my monthly expenses. I hereby agree to comply with the terms and conditions of this Agreement, the [Citibank Cardholder Account Agreement](#), [ROPPA](#), the [University Card Policy](#) and other applicable [Financial Policies](#).
2. As a cardholder, I will be responsible for the protection and proper use of the credit card. I will ensure that the card will not be used by someone other than myself. **I will not use the card to make personal or non-work-related purchases.** I will immediately report any loss or theft of the card to Citibank and my Tub/Unit Card Program Administrator. I understand that Harvard will audit the use of the card. I will not use the card for prohibited purchases as listed in the [University Card Policy](#).
3. I understand that, in the event of inappropriate use of the card, I am required to make full reimbursement to Harvard for the amount inappropriately charged, and I may be subject to disciplinary action up to and including termination of employment. If I fail to fully reimburse the required amount, Harvard may seek to recover the amount, even if I am no longer employed by Harvard. Harvard may initiate appropriate legal proceedings to recover amounts owed by me, which may include reasonable legal fees incurred by Harvard in such proceedings.
4. Harvard may terminate my right to use the card at any time for any reason. I will return the card to Harvard immediately upon Harvard's request and in any event upon the termination of my employment for any reason.

<b>Cardholder Signature (Required)</b>	<b>Date</b>
<b>Supervisor's Signature (Required)</b>	<b>Date</b> <b>Phone Number</b>
<b>Tub/Unit Card Program Administrator's Signature (Required)</b>	<b>Date</b> <b>Phone Number</b>

**TO BE COMPLETED BY FINANCIAL DEAN'S OFFICE**

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

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

# CITI MasterCard Corporate Card Application Instructions

- **Complete the application.**
  - Harvard phone and email address should belong to the cardholder and not be a general department office number or email. This will allow Citibank to contact the cardholder directly regarding any card issues or alerts.
- **Submit the application for approval.**

All applications require three levels of local approvals.

  - The first approval must come from your Department Supervisor/Administrator.
  - The second approval must come from your [Tub/Unit Card Program Administrator](#).
  - The Tub/Unit Card Program Administrator will obtain the signature of the Tub/Unit Financial Dean's Office.
  - NOTE: School/Unit [authorized requestors](#) must also submit a [Concur Access Form](#) for nonemployees.
- **Tub/Unit Card Program Administrator review.**

The Tub/Unit Card Program Administrator will review and approve the application which they then enter into the Citibank or will email the completed application to [fad\\_corporatecard@harvard.edu](mailto:fad_corporatecard@harvard.edu) for processing.
- **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**

- Please read the cardholder agreement enclosed with the card. Cardholders are responsible for ensuring timely settlement of their account.
- Review Citibank Travel & Entertainment Card materials included with the card including benefits.
- Once card is received, visit [Manage Your Account](#) and [Resources for Cardholders](#)
  - To activate your card you will be required to enter a Verification ID. The Verification ID will be **the last 4-digits of your HUID** ).
  - Select your 4-digit PIN.
  - NOTE: You **MUST** select a PIN to complete the card activation process
- Customer Service: Cardholders may call Citi directly at 1-800-248-4553 with questions or issues regarding their account.