



Non-State of New York Agency Authorized Users Program Request Form

Under the terms of the Purchasing and Travel Card Services contract between the State of New York and Citibank N.A., **Non-State entities authorized by the laws of the State of New York to participate in NYS centralized contracts are authorized to use the contract for card services.** Payment for charges made by Non-State Authorized User cardholders are the responsibility of the Non-State Authorized User Entity. Your organization is bound by the terms and conditions outlined in contract PS60443.

Organization Legal Name: _____

Organization Contact: _____

Contact E-mail Address: _____

Contact Telephone Number _____

Program Type (Please circle) Purchasing Y/N and/or Travel Y/N

Estimated Annual Spend: _____

Estimated Number Cards: _____

AGREED TO AND ACCEPTED BY:

Name: _____

Signature _____

Title: _____

Date: _____