



STATE of CALIFORNIA INTAKE FORM

Under the terms of MSA 5159906 (as amended, the “MSA”) between the State of California, Department of General Services (“DGS”) and Citibank, N.A. (“Contractor”), each Participating Entity is required to complete this Intake Form and provide to the Contractor the documentation specified.

Documents are to be forwarded to:
Kelly Bouchard
Via email to: kelly.bouchard@dgs.ca.gov
OR
Via US mail to:
Statewide Travel Program
State of California » Department of General Services
707 3rd Street – 3rd Floor MS-600
West Sacramento, CA 95605

Participating Entity Legal Name: _____

Participating Entity Address: _____

Participating Entity Federal Tax ID: _____

Program Administrator (PA): _____

PA E-mail Address: _____

PA Telephone Number: _____

Verification Code when calling in to Citi to Inquire on Accounts: _____

[4 digit number – could be last 4 of SSN, last 4 of Employee ID, last 4 of business phone number. Please be sure to remember what you choose as a Citi Representative will require when calling to inquire on accounts within your program.]

To add more than one person as a PA, please provide the info on a separate sheet.



Program Type*: (Check Account or Card type selected)

** All Cards and Accounts are centrally billed and the liability of the Participating Entity, other than Individual Liability Cards which are individually billed and for which the Cardholder is liable.*

Central Travel Accounts [Required for Air, Car & Agency Fees]

Estimated Annual Spend for Central Travel Accounts: _____

Meeting Card /Centrally Billed Travel Cards

Estimated Annual Spend for Meeting Cards: _____

Individual Liability Travel Cards

Estimated Annual Spend for Individual Liability Cards: _____

Virtual Card Accounts ** (Future Account Type for hotel/lodging, available in 2018)

**Estimated Annual Spend for Virtual Card Accounts: _____

***Estimate should be based upon historical annualized spend and the number of hotel/lodging stays currently paid via expense reimbursement.*