

Citibank CB002 form instruction “CITIBANK Government
Purchase or **Travel Card Maintenance Form**”

(Also read the instructions on page 2 of the form)

The form can be obtained on the PSC website or from the Citibank website:

PSC website: <http://www.uscg.mil/Hr/psc/tvl.asp>

Select from the left hand menu “Government Travel Charge Card Program”
Select from the “Forms and Instructions” section “Citibank Forms”
Select CB006 “Government Agency/Organization Program Coordinator
Setup/Maintenance” form

Citibank website: <http://www.citimanager.com>.

On the left hand menu mouse over “U. S. Federal Government Services”
Select from the drop down menu “Reference”
Select from the “Appendices to A/OPC Guides” “Program Forms”
Select CB006 “Government Agency/Organization Program Coordinator
Setup/Maintenance Form”

INSTRUCTIONS FOR COMPLETING CB002 FORM

Section I

Line 1.b – enter the cardholder’s 16 digit Government Travel Charge Card number.

Line 1.c – enter the cardholder’s complete name as it appears on the Government Travel Charge Card.

Section II – Put an “X” in front of the applicable reason(s) for the request. The only items that can apply are “A”, “B”, “D”, “F” or “H”.

Section III

The member shall complete the entire section, legibility printed. **On line 11 “Discretionary Code 3, the member must enter their Coast Guard Employee ID number.**

Section IV

Line 12 – enter the member’s current reporting hierarchy. The hierarchy number is 20071-20002 – MLC 5-digit hierarchy number - local 5-digit hierarchy number.

Line 13 – if section II line “B” is checked, enter the member’s new reporting hierarchy. The hierarchy number is 20071-20002 – MLC 5-digit hierarchy number - local 5-digit hierarchy number.

Lines 14 and 14a leave blank at all times.

Section V

New Dollars per Cycle Limit – this is the authorized credit limit. The Coast Guard standard is \$2,500. If an amount greater than \$2,500 is entered a Command justification must be included. The justification is for internal Coast Guard record only.

New Dollars per Transaction Limit – leave blank at all times.

New Number of Transactions per - leave blank at all times.

New MCC Template Name – leave blank at all times.

Convenience Checks – leave blank, convenience checks are not authorized.

ATM Access: check applicable “Yes” or “No”, leave daily and weekly dollar amount blank and in “Cycle” enter a percent but not greater than 30. The maximum percent authorized under Coast Guard regulation is 30% with no exceptions.

Section VI – information regarding account being closed.

Section VII - The current designated primary or alternate coordinator for the hierarchy identified in Section IV line 12 must complete all four lines without exception. Instructions for faxing and/or mailing the completed form are contained in Section I line 3.