



Government Services

CARDHOLDER SETUP

Purchasing - 3059

Agent _____
(Leave blank if Cardholder Setup is sent with Agency Setup)

Cardholder Information (Complete all information)

Cardholder Name _____
(Name 1) (max. 21 char.)

Agency/Organization Name _____
(Name 2) (Embossed on plastic - max. 21 char.)

Third Line Embossing (User Field 2) _____
(The first 8 characters will be embossed on the card - max. 15 char)

Address 1 _____
(max. 35 char.)

Address 2 _____
(Optional) (max. 35 char.)

City _____ State _____ Zip _____ - _____ Country _____
(max. 25 char.) (max. 9 char.)

Business Phone Number _____ - _____ - _____ Alternate Phone Number _____ - _____ - _____
(max.10 char.) (max.10 char.)

Fax Number _____ Email Address _____
(max. 18char.) (max. 60 char.)

30 Day Limit \$ _____, _____, _____ Single Purchase Limit \$ _____, _____, _____

Card Suppression [] Yes [] No Convenience Checks [] Yes [] No Convenience Check [] Yes [] No Single Purchase Limit \$ _____, _____, _____
(Default \$2500)

MCCG Template 1 _____ MCCG Template 2 _____ MCCG Template 3 _____ MCCG Template 4 _____

Processing Levels

Company _____ Division _____ Department _____

Reporting Levels

Level 1 _____ Level 2 _____ Level 3 _____ Level 4 _____

Level 5 _____ Level 6 _____ Level 7 _____

Form Submitted by

Signature _____
Print Name _____
Phone _____
Fax _____ Date Submitted _____

For U. S. Bank Government Services use only
Rec'd Date _____ Input Date _____
Completed by _____
Review Date _____ Reviewed by _____
Reject Date _____

FAX REQUEST TO 612-973-3791 or 1-800-974-0777

OR

MAIL REQUEST TO:

U.S. BANK GOVERNMENT SERVICES
200 SOUTH SIXTH STREET - EP-MN-L28C, MINNEAPOLIS, MN 55402



Government Services

CARDHOLDER SETUP

Authorization Controls (optional)

Table with 4 columns: Transaction Limit, Purchase Limit, and dollar amounts. Rows include Daily, Cycle, Monthly, Quarterly, and Annual limits.

Default / Master Accounting Code (max. 150 char.)

Form with six rows for entering Accounting Code segments (First 25, Second 25, etc.).

Tax Exempt Number (max. 15 char.)

Form Submitted by

Signature, Print Name, Phone, Fax, Date Submitted

For U. S. Bank Government Services use only. Rec'd Date, Input Date, Completed by, Review Date, Reviewed By, Reject Date, Reject Reason, O Incomplete, O Other

FAX REQUEST TO 612-973-3791 or 1-800-974-0777

OR MAIL REQUEST TO: U.S. BANK GOVERNMENT SERVICES 200 SOUTH SIXTH STREET - EP-MN-L28C, MINNEAPOLIS, MN 55402