

CITI Mastercard Application Instructions

- Complete and print the application
- All applications require two levels of local approvals.
 - The first approval must come from your Department Supervisor/Administrator
 - The second approval must come from your Financial Dean's office

HLS second approver is Devin Advani, Finance Office,
Hauser Basement

- Financial Office approves and enters application in the Citi online system or scans and emails the application to fad_corporatecard@harvard.edu or delivers application to Card Services, 1033 Massachusetts Avenue, 2nd Floor
- 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

- Take a moment to read the cardholder agreement enclosed with the card. Cardholders are responsible for ensuring timely settlement of their account.
- Upon receiving your new Citi card you must sign and activate it prior to use.
- Once card is received, visit <http://cardservices.harvard.edu/resources-cardholders> for activation and online access instructions
- Customer Service: Cardholders may call Citi directly at 1-800-248-4553 with questions or issues regarding their account
- Citi Corporate Card statements are no longer printed and mailed – they are only available online. Please keep your sign-in information handy so that you can regularly track your account.