



## New Cards Setup

Please fill out all lines and return to your Citibank account Manager:

COMPANY INFORMATION	
Co-op or Agency name:	Panola County
Physical Address:	110 S. Sycamore ST. RM 213A
Contact Telephone number:	903-693-0320
Email:	Jennifer.stacy@co.panola.tx.us
Company Website:	www.co.panola.tx.us
Accounting software used:	INCODE VERSION X

PLEASE PROVIDE THE FOLLOWING INFORMATION:		
<input checked="" type="checkbox"/>	Approximate Annual Spend: We ask for a monthly amount and multiply it by 2.5 to arrive at credit request amount.	12000
<input checked="" type="checkbox"/>	Two most recent years of Audited Financials: Please attach :	2016 & 2017
<input checked="" type="checkbox"/>	Approximate Number of Cards :	4
<input checked="" type="checkbox"/>	Current Smart buy member : <a href="https://comptroller.texas.gov/purchasing/members/active.php">https://comptroller.texas.gov/purchasing/members/active.php</a>	YES
<input checked="" type="checkbox"/>	TAX ID :	756001106
<input checked="" type="checkbox"/>	Purchase Program, Travel Program or One Card Program – we typically recommend the One Card Program to Co-op Members for its flexibility and insurance coverages.	One Card

Anti-Money Laundering (AML) obligations have continued to change and evolve over time. In order to meet the regulatory standards, and as part of Citi's Know Your Customer (KYC) process, we request the information below. Currently we will only need information on the controlling person and authorized signer.

Please provide the following information:

<input checked="" type="checkbox"/>	Please provide the Full Legal Name, Title, email address, Phone number, Country of Citizenship, Country of Residence, Date of Birth or Residential Address for : <b>Authorized Signer (Main Program Administrator)</b>	Jennifer Stacy, County Auditor <a href="mailto:Jennifer.stacy@co.panola.tx.us">Jennifer.stacy@co.panola.tx.us</a> 903-693-0320 United States 698 CR 106, Carthage, TX 75633
<input checked="" type="checkbox"/>	Please provide the Full Legal Name, Title, email address, Phone number, Country of Citizenship, Country of Residence, Date of Birth or Residential Address for : <b>Controlling Person (Senior official)</b>	Lee Ann Jones, County Judge <a href="mailto:Leeann.jones@co.panola.tx.us">Leeann.jones@co.panola.tx.us</a> 903-693-0391 United States 210 E. Neal, Carthage, TX 75633

Citi Bank One Card Program: This is a Commercial Charge Card Program that is available to Texas Co-Op members. Panola County is a member of the Texas Co-Op program, Texas Smart Buy. This charge card would be utilized by Panola County's Judicial branch for the purchase of Juror meals and other necessary items to care for a Panola County Jury. The Commercial Charge Card Program would be handled in accordance with the current credit card policy that is in the Panola County employee manual.

## **CITIBANK COMMERCIAL CHARGE CARD PROGRAM: FEATURES & BENEFITS**

With decades of experience serving federal, state and local governments throughout the United States, Citi is uniquely positioned to share its expertise and best practices with public sector organizations across North America. Citi's card solutions and value-added services help organizations optimize operations to achieve their expense management goals. Texas CO-OP members may also leverage rebate opportunities available with Citi's commercial cards to increase their financial advantage.

Through customized implementation, training and marketing plans, Citi helps organizations achieve a seamless, efficient transition and provides the tools needed for effective program management. Benefits of a Citi commercial card program include:

- **Online Program Tools** [[comptroller.texas.gov/purchasing/programs/charge-card/citibank/program-tools.php](https://comptroller.texas.gov/purchasing/programs/charge-card/citibank/program-tools.php)]: Citi's suite of online tools delivers critical business intelligence and helps increase program efficiency, visibility, control and compliance.
- **Online Statements** [[comptroller.texas.gov/purchasing/programs/charge-card/citibank/statements.php](https://comptroller.texas.gov/purchasing/programs/charge-card/citibank/statements.php)]: Citi's online statements put all the details of card activity online for fast, secure 24/7 access and streamlined review.
- **Program Audit Tool** [[comptroller.texas.gov/purchasing/programs/charge-card/citibank/audit.php](https://comptroller.texas.gov/purchasing/programs/charge-card/citibank/audit.php)]: Monitors cardholder usage and helps ensure compliance with this innovative tool that flags card activity when it exceeds pre-set program parameters.
- **Card Security Controls and Restrictions** [[comptroller.texas.gov/purchasing/programs/charge-card/citibank/security.php](https://comptroller.texas.gov/purchasing/programs/charge-card/citibank/security.php)]: Citi's flexible card solutions give program administrators many options for controlling card use according to their entity's business requirements.
- **Marketing Support** [[comptroller.texas.gov/purchasing/programs/charge-card/citibank/marketing.php](https://comptroller.texas.gov/purchasing/programs/charge-card/citibank/marketing.php)]: Citi marketing toolkits include customizable templates and content to educate program administrators and cardholders about the card program and help ensure a successful program launch and smooth transition.
- **Training Programs and Resources** [[comptroller.texas.gov/purchasing/programs/charge-card/citibank/training.php](https://comptroller.texas.gov/purchasing/programs/charge-card/citibank/training.php)]: Citi training professionals work with an entity during the transition to identify its training needs and tailor the training curriculum accordingly.

# Citi Bank One Card

Citi One Card allows you to combine the features and benefits of Citi Purchase, Corporate Cards into one efficient program, providing simplified control and reporting capability.

## One Card Overview

- Citi One Card provides **consolidated transaction information**
- **Customize your reports** using 600+ data points, so you can analyze the data that is most pertinent at any given time
- **Put critical tools at your fingertips** with Citi® Program Dashboard so you can utilize program data to drive compliance and efficiency across your organization
- **Simplify report integration** with our suite of standard and customized data files that can be effortlessly integrated with any expense management and ERP system
- **Access statements with ease, 24/7**. Both you and your cardholders can view and download current and previous billed and unbilled transactions — all updated daily

## Benefits

### For Your Organization

- All-encompassing Card integrating multiple programs into one
- A single program to manage, reducing Card requests, program maintenance, and increasing efficiency
- MCC templates to control a multitude of authorizations/limits
- One consolidated statement for each billing period
- Simplified integration into your general ledger systems
- Consolidated and customizable reporting

### For Your Employees

- Greater convenience, eliminating the need for multiple cards
- Cardholders will receive the same Card benefits provided by the individual card programs

### For Your Suppliers

- Faster payments
- Improved cash flow
- Reduced collection costs

