


Appendix D: Account Statement and Memo Statement

Government Services – Program Guides

Account Statement



41900225165602404102404100004

Account Number	Due Date	Total Amount Due	Enter Amount Paid
		\$0	

JOHN DOE
 GENERAL SERVICES ADMINISTRATION
 1234 ANY ST.
 ANYTOWN, USA 54321-9876

Address Correspondence to:
 CITIBANK
 GOVERNMENT COMMERCE SERVICES
 P.O. BOX 6575
 THE LAKES, NV 88901-6575

CITIBANK GOVERNMENT COMMERCE SERVICES
CARD STATEMENT

Previous Balance	Payments and Credits	New Charges	New Balance
\$0	\$0	\$0	\$0

Invoice Date mm/dd/yyyy
 Due Date mm/dd/yyyy

FOR CUSTOMER SERVICE CALL 1-800-790-7206 OR WRITE P.O. BOX 6125, SIOUX FALLS, SD 57117-6125
 OUTSIDE THE U.S. AND CANADA CALL COLLECT 904-954-7850
 SEND PAYMENTS TO: CITIBANK GOVERNMENT COMMERCE SERVICES, P.O. BOX 6575, THE LAKES, NV 88901-6575

Agency Name:	Account Number:	0000-0000-0000
Accounting Code:	Agency/Org ID:	
Billing Office ID:	Tax Exempt #:	
Discretionary Code:	Cycle Purchase Limit:	\$0.00
Single Purchase Limit:		\$0.00

Sale Date	Post Date	MCC Code	Reference Number	Description	Total Amount
TRANSACTION DETAIL					

ACCOUNT SUMMARY	Previous Balance	Payments	Credits	Purchases and Advances	Taxes and Fees	New Balance
CURRENT PERIOD						
Purchase Advances	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS	\$0	\$0	\$0	\$0	\$0	\$0

Memo Section	Amount Over Credit Limit: \$0 Amount Past Due: \$0 Net Total Charges: \$0 Total Cash Advances: \$0 Current Period Total: \$0
Approval Section	

CARDHOLDER SIGNATURE

APPROVING OFFICIAL SIGNATURE (Except Travel)



Appendix D: Account Statement and Memo Statement

Government Services – Program Guides

Memo Statement



419006022510650839780839780000 0258

Account Number	Statement Date	Total Amount Due
		Not an invoice. For your records.


 JOHN DOE M000005
 GENERAL SERVICES ADMINISTRATION
 1234 ANY ST.
 ANYTOWN, USA 54321-9876

CITIBANK GOVERNMENT COMMERCE SERVICES

CARD STATEMENT

Previous Balance	Credits	New Charges	New Balance
\$0	\$0	\$0	\$0

Invoice Date
mm/dd/yyyy

FOR CUSTOMER SERVICE CALL 1-800-790-7206 OR WRITE P.O. BOX 6125, SIOUX FALLS, SD 57117-6125
OUTSIDE THE U.S. AND CANADA CALL COLLECT 904-954-7850

Agency Name:	Account Number:	0000-0000-0000
Accounting Code:	Agency/Org ID:	
Billing Office ID:	Tax Exempt #:	
Discretionary Code:	Cycle Purchase Limit:	\$0.00
Single Purchase Limit:		\$0.00

Sale Date	Post Date	MCC Code	Reference Number	Description	Total Amount
TRANSACTION DETAIL					

Memo Section

Approval Section

CARDHOLDER SIGNATURE _____ APPROVING OFFICIAL SIGNATURE (Except Travel) _____

Global Transaction Services
www.transactionservices.citigroup.com

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