

# State of Texas' Standard MCC Group Templates

## Steps to Change MCC Group Template

- Must be authorized Program Administrator/Contact
- Contact CAS/Customer Service
  - CAS 888-836-5011 option 3, ext 63278
  - Customer Service 800-248-4553
- Phone changes are immediate
- E-mail requires 24 to 48 hours to process
- Provide MCC Group Template name to Citi
- Provide Card or group of cards to be changed; include last six digits of account

## Purchase Program – Inclusion Template

### Template Name: SOTXP1

0742-2842, 4119, 4131-4225, 4457, 4468, 4812-4821, 4899-5013, 5039-5085, 5099-5261

5310-5399, 5441-5551, 5599-5661, 5691, 5697, 5699, 5713, 5714, 5722-5735, 5812, 912

5940-5943, 5946-5949, 5961, 5964, 5965, 5967, 5968, 5970, 5975, 5976, 5978, 5983, 5994

5995, 5999, 7210-7221, 7251, 7296, 7311, 7332-7349, 7372-7379, 7393-7399, 7513, 8220

7531-7629, 7641-7699, 8220, 8244-8299, 8398, 8641, 8699-8999, 9399, 9402

## Centrally Billed Travel (CBT) Program & CLIBA – Inclusion Template

### Template Name: SOTXCC1

3000-4112, 4121, 4131, 4511-4723, 4784, 4789, 5542, 5983, 7011, 7512, 7513

## Individually Billed Travel (IBT) Program – Inclusion Template

### Template Name: SOTXIBT1

3000-4112, 4121, 4131, 4511-4723, 4784, 4789, 5541, 5542, 5812-5814, 5983, 7011, 7512

7513, 7523, 7524

### Template Name: SOTXRTL w/\$200.00 retail limit

4215, 5111, 5441, 5451, 5462, 5499, 5811, 7210, 7216, 7338, 7394, 7538, 7542, 7549

## Travel Advance (or for your cards...RAFT) – Inclusion Template

### Template Name: SOTXTAC1

3000-4112, 4121, 4131, 4511-4723, 4784, 4789, 5541, 5542, 5812-5814, 5983, 7011, 7512

7513, 7523, 7524

### Template Name: SOTXTACR w/\$200.00 retail limit

5122, 5131, 5411, 5441, 5451, 5462, 5499, 5811, 5912

## TX Co-Op Templates

### Template Name: Co-Op1

3000-4112, 4121, 4131, 4511-4723, 4784, 4789, 5541, 5542, 5811-5814, 5983, 7011, 7512

7513, 7523, 7524, 8299

4215, 5111, 5441, 5451, 5462, 5499, 5811, 7210, 7216, 7338, 7394, 7538, 7542, 7549, 7299

5411, 8641

### Template Name: Co-Op2

0742-2842, 4119, 4131-4225, 4457, 4468, 4812-4821, 4899-5013, 5039-5085, 5099-5261

5310-5399, 5441-5541, 5551, 5599-5661, 5691, 5697, 5699, 5713, 5714, 5722-5735, 5912

5940-5943, 5945-5949, 5961, 5964, 5965, 5967, 5968, 5970, 5975, 5976, 5978, 5983, 5994

5995, 5999, 7210-7221, 7251, 7296, 7311, 7332-7349, 7372-7379, 7393-7399, 7513, 5561

7531-7629, 7641-7699, 8699-8999, 9399, 9402, 5411, 7991, 7922, 8099, 5969, 5300