

## VIRTUAL CARD (PNC) VENDOR PAYMENT AUTHORIZATION FORM

I authorize CoBank or Farm Credit Leasing to use a Visa purchasing card and operate through the Visa payment network to make payments due. This authority will remain in effect until CoBank or Farm Credit Leasing receives written notice to cancel it.

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number w/Area Code: \_\_\_\_\_

*There are two options for payment utilizing the purchasing card. Please select the one you would like your account set up with:*

**Dedicated Credit Card – PULL Settlement**

For this option, you will provide a point of contact within your organization who will keep a dedicated credit card number on file. In this process, you will receive an email notification authorizing you to process payments in the same manner you currently process credit card transactions today. Additionally, the email notification will serve as a remittance advice and will indicate all invoices represented in the payment; you should use the dedicated credit card number for each payment.

**One-Time Use Credit Card – SUGA Settlement**

For this option, you will provide a point of contact within your organization who will receive an email notification authorizing you to process payments in the same manner you currently process credit card transactions today. Additionally, the email notification will serve as a remittance advice indicating all invoices represented in the payment. Finally, the email notification will display a 1x use credit card number to be used to charge the full payment amount; this 1x use card number will change with each payment made to you and is ideal for suppliers who are unable to keep credit card account information on file.

Purchasing card point of contact name: \_\_\_\_\_

Purchasing card email: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please email the completed form to **vendor@cobank.com**.*