

State of Washington NASPO Program ®

Political Subdivision Request to Participate Form (RTP)

(Insert Legal Name of Agency/Entity on above line)

Does this agency have an existing Corporate /Purchasing/One Card Program? (Circle one) **Yes** **No**

What payment programs do you plan to implement (circle all that apply):

Purchasing/Pcard **Corporate/Travel** **OneCard** **Central Billing Account/Ghost** **Declining Balance** **Payment Plus**

Tax ID Number: _____

(Cities, Counties, School Districts, and Special Districts)

Agency Point of Contact: The person designated below will serve as the initial point of contact for establishing an account or accounts with U. S. Bank.

(Name)

(Date)

(Mailing Address)

(Phone)

(City, State, ZIP)

(Email address)

Estimated Number of **Pcards or OneCards**

\$ _____

Estimated Annual **Pcard or OneCard** spend

Estimated Number of **Corporate/Travel Cards**

\$ _____

Estimated Annual **Corporate Card** spend

Estimated Number of **Central Billing/Ghost** accounts

\$ _____

Estimated Annual **Central Billing/Ghost** account spend

Estimated Number of **Declining Balance** cards

\$ _____

Estimated Annual **Declining Balance** spend

Estimated Number of **Payment Plus** SUA's or PAL's

\$ _____

Estimated Annual **Payment Plus** spend

Web address for financials: _____

Upon receipt of this Request to Participate and other properly completed*, required documentation as listed below, U.S. Bank will begin to process your request. Contract/Credit review should be completed within 30 business days.

Political Subdivisions - Local agencies; cities, counties, special districts, school districts and other non-state agencies, are required to complete and submit the following to U.S. Bank:

- A signed Political Subdivision Addendum, which can be found at WA ST DES website
- Three years of audited financials (it is preferred to provide web address if posted online, see above)
- Request to Participate Form`

*** Properly completed documents include the following:**

- *Legal agency names; legal documents with abbreviations and/or variations of legal names cannot be processed.*
- *The Authorization and Execution section of the Political Subdivision Addendum is completed (signatures and titles must dated and match Certificate of Authority.)*
- *If a Certificate of Authority is required, it must be completed in accordance with the instructions. Titles on the Certificate of Authority must match titles on the Political Subdivision Addendum.*

QUESTIONS? Email us at:

cpsmidmarketsalescoordinator@usbank.com or
leslie.massey@usbank.com

