

**STATE UNIVERSITY OF NEW YORK PROCURMENT CARD PROGRAM  
APPLICATION/ACKNOWLEDGMENT FORM**

**PART I**

Your use of the State University of New York Citibank Procurement card is subject to the following terms and conditions:

1. You are being entrusted with a valuable tool – the Citibank Procurement Card – which is to be used for business purchases only. Because you will be making a financial commitment on behalf of the State University, you must strive to obtain best value for the University by following established procurement policies as appropriate.
2. All charges made to your purchasing card will be posted to a central bill by Citibank and sent directly to the Office of Business Affairs for payment. You will **not** receive a bill from Citibank (although you will be able to view your account on line).
3. **You may use the purchasing card to pay for authorized State University transactions only. You may not use this credit card for personal charges.** The State University and the Office of the State Comptroller may audit the use of your card and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution.
4. You must follow the policies and procedures established by the State University for the use of this credit card. Failure to do so may result in revocation of your user privileges or other disciplinary action, which could include termination of employment.
5. The Citibank Procurement Cards are the property of the State University. You must return your card immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status you must return this card and arrange to have a new card issued, if necessary.
6. If your purchasing card is lost or stolen, you must notify the Office of Business Affairs and Citibank immediately.
7. The State University may change the terms and conditions or its policies and procedures concerning use of this credit card at any time and you must comply with these changes.

*As the employee requesting the procurement card, I have read and understand the terms and conditions stated above.*

Employee Name: \_\_\_\_\_

SUNY Sign on ID: \_\_\_\_\_

Title: \_\_\_\_\_

Office/Location: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**PART II**

As \_\_\_\_\_ supervisor I acknowledge that I am responsible to ensure that the employee abides by the terms and conditions of the procurement card program. I am responsible for taking appropriate action in situations involving misuse of the procurement card. I am responsible for requesting the card be cancelled if the card holder is terminated or if misuse or fraud is identified. I am also responsible for verify the accuracy of all monthly billings and certifying the cardholder's monthly reconciliations.

Department/Office: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Office Account to be Charged: \_\_\_\_\_

Authorized Signature (if different than above): \_\_\_\_\_

**Cardholder Limits:**

Per Transaction Limit \$ \_\_\_\_\_ (not to exceed \$4,000)

Per Month Limit \$ \_\_\_\_\_ (optional)

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***BUSINESS OFFICE USE ONLY***

PA Signature: \_\_\_\_\_

Application Status:

Approved

Denied

Reason for denial: \_\_\_\_\_

Security Profile Set Up

Date Sent to Citibank: \_\_\_\_\_

Date Card Received: \_\_\_\_\_