Your use of the State University of New York (SUNY) Citibank Procurement Card is subject to the following terms and conditions. You must comply with the terms and conditions as part of the terms and conditions of your employment.

1. You are being entrusted with a valuable tool - a SUNY Procurement Card - and will be making a financial commitment on behalf of the state and SUNY. You must strive to obtain the best value for the state and SUNY by using proper purchasing practices as identified by the Purchasing Office.

2. You understand the State of New York is liable to Citibank for all charges made using the Procurement Card, except those in excess of the single per transaction limit and all other limits imposed by the statewide Procurement Card administrator, SUNY System Administration, or your campus.

3. You must use the Procurement Card to purchase goods and services for Official University use only. Do not use the card for personal charges. New York State will audit the use of this Procurement Card, report, and take appropriate action on any discrepancies. Any evidence that the SUNY Procurement Card is being used fraudulently or for personal charges will result in disciplinary action.

4. You must follow the policy and procedures established by New York State, SUNY, and your campus for the use of the Procurement Card. Failure to do so may result in either revocation of your user privileges or other disciplinary action, including termination of employment.

5. You will be given a copy of the statewide Procurement Card procedures and the University Program Manual. You are required to read and understand the requirements of the Procurement Card’s use. You are also required to read and understand the procedures established by your campus.

6. You must return the Procurement Card immediately upon request or upon termination of employment (including retirement). Should there be any change in your employment status that causes your purchasing responsibilities to change, you must return the Procurement Card and arrange to have a new card issued, if appropriate.

7. If the Procurement Card is lost or stolen, you must notify your campus Procurement Card Administrator and Citibank immediately.

8. New York State, SUNY, and your campus may change these terms and conditions or its policy and procedures concerning the use of the Procurement Card and you must comply with those changes.

PART I

(Completed by Employee)
As the employee requesting receipt of the Procurement Card, I have read and understand the terms and conditions stated above.

EMPLOYEE NAME: ____________________________________________________________

Please print or type

AFFILIATION: (please check one) _______ STATE _______ RF _______ UA Foundation

CURRENT SCSEO USER ID: _____________________________________________________

CURRENT NET ID: ___________________________________________________________

BUSINESS ADDRESS: _______________________________________________________

E-MAIL ADDRESS*: __________________________________ PHONE: ____________________

*REQUIRED BY CITIBANK

SIGNATURE: __________________________________ DATE: ________________________
PART II
Completed by Employee’s Supervisor

As ________________________ supervisor I acknowledge that I am responsible to ensure
Employee’s Name

that the employee abides by the above conditions. I am responsible for taking appropriate action in situations involving
misuse of the Procurement Card. I am responsible for canceling the Procurement Card if the Cardholder is terminated for
any reason or if any misuse or fraud is identified. I am responsible for making certain that any reports I receive are
checked for accuracy.

Supervisor’s Name: _________________________________________ Date: _______________

Please print or type

Supervisor’s Signature: ______________________________________ Date: _______________

SUNY Account Number to be Charged*: _____________________ (State or IFR Account)

*The card is coded to charge one account automatically. You should indicate the SUNY Account you will use
most often with the card. You will have the ability to transfer charges to a different account if necessary.

PART III

Completed by AEPC Program Administrator

Chief Fiscal Officer (or equivalent staff person) Signature: _________________________________

Procurement Card Limits:

Per transaction limit $_________ not to exceed $4,999. Monthly Limit (optional) $___________

Procurement Card Administrator’s Signature: _______________________________________

Procurement Card Status:

[ ] Approved

[ ] Disapproved

[ ] Configuration Email Sent on: ______________________________

[ ] Submitted in Web Application on: ____________________________

Reason for Disapproval:

___________________________________________________________________________________

___________________________________________________________________________________

Updated 2/22/16