

STATE UNIVERSITY OF NEW YORK CITIBANK PROCUREMENT CARD APPLICATION/ACKNOWLEDGEMENT FORM

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: _____ SS #(Last Four Digits Only)* _____ Please print or type *REQUIRED BY CITIBANK

CURRENT AEPC USER 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

Reason for Disapproval: