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

1. You are being entrusted with a valuable tool – a SUNY credit 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 Department.

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

3. You must use the credit card to purchase goods and services for Official University use only. Do not use this card for personal charges. New York State will audit the use of the credit card, report and take action on any discrepancies. Any evidence that a SUNY credit 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 the campus for the use of the credit card. Failure to do so may result in either revocation of your user privileges or other disciplinary action, including termination of employment.

5. For Procurement Cards, you will be given a copy of the Statewide Procurement Card Procedures, SUNY Policy, and AEPC 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 any State issued credit card immediately upon request or upon termination of employment (including retirement). Should there be any change in your employment status which causes your purchasing responsibilities to change, you must return the credit card and arrange to have a new card issued, if appropriate.

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

8. New York State, SUNY, or the Campus may change these terms and conditions or its policy and procedures concerning the use of the credit card, and you must comply with those changes.

As the employee I have read and understand the terms and conditions stated above, and am requesting receipt of a:

Procurement Card  Travel Card (For Athletics, Admissions, & Grad School use only)  Non-Employee Travel Card (For Athletics use only)

*Employee Name: ______________________________

*Business Address: ______________________________  *Phone: ______________________________

*Signature: ______________________________  *Date: ______________________________  *Email: ______________________________@binghamton.edu
PART II

*As ________________________supervisor I acknowledge that I am responsible to ensure
(Enter employees name here)

that the employee abides by the above conditions. I am responsible for taking appropriate action in situations involving misuse of the credit card. I am responsible for cancelling the 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. I am also responsible for certifying the Monthly Card member Report.

*Supervisor’s Name: ___________________________ *Date: ______________________________

*Supervisor’s signature: ___________________________ *Date: ______________________________

*Default SUNY Account: ________________

Chief Fiscal Officer (or equivalent staff person) Signature: ___________________________ Date: ______________________________

Procurement Card Limits:

Per Transaction Limit $2,500 (not to exceed $2,500) Monthly Limit: $________
(Optional)

Credit Card Administrators Signature: ______________________________

Procurement Card Status:
[ ] Approved
[ ] Disapproved
Reason for Disapproval: ______________________________