

New York State Citibank Credit Card

APPLICATION/ACKNOWLEDGMENT FORM - to be completed by card applicant/recipient

PART I - EMPLOYEE ACKNOWLEDGEMENT

Your use of a NYS 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 NYS Citibank credit card. Because you will be making a financial commitment on behalf of the State, you must strive to obtain the best value for the State by following established travel or purchasing policies, as appropriate.
2. You understand the State of New York is liable to Citibank for all charges made using the credit card. All charges made to your credit card will be posted to a central bill by Citibank and sent to your agency's Accounts Payable department.
3. **You must use the credit card to purchase goods and services for Official University use only, as appropriate. You may not use this credit card for personal charges.** Your agency and the Office of the State Comptroller will 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 New York State 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. NYS Citibank Travel/Purchasing/NET Cards are the property of New York State. You must return your card(s) immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status, you must return the card(s) and arrange to have a new card issued, if necessary.
6. If your credit card is lost or stolen, you must notify your agency's Card Program Administrator and Citibank immediately.
7. You must comply with any changes to the terms and conditions or policies and procedures concerning use of your credit card.
8. Repeated misuse of a NYS credit card **OR** failure to reconcile and verify card transactions **within 5 business days of notification**, are grounds to have the employee's card privileges revoked.

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

- Travel card Purchasing card **NET card**

Monthly Credit Limit Requested: \$ _____ ``G]b[`YHfUbgUW]cb`@a]hF Yei YghYX~ SSSSSSSSSSSSS

Name: _____ SS# (last four) _____

Signature: _____ Date: _____

Building/Room: _____ Phone: _____

Email Address: _____

PART II - SUPERVISOR ACKNOWLEDGEMENT

As _____ supervisor, I acknowledge that I am responsible to ensure that the
 (enter employee's name here)

employee abides by the above conditions.

I am responsible for taking appropriate action in situations involving any 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 that I receive are checked for accuracy.

I am responsible for verifying the employee's weekly card reconciliation.

Supervisor's Name: _____ Supervisor's Title: _____

Supervisor's Signature: _____ Date: _____

PART III - DEPARTMENT BUDGET INFORMATION: CUNYfirst Chartfields*

Fund	CUNYfirst Department Number	Major Purpose	Special Initiative	Operating Unit	Funding Source	Program Code

*Refer to the Budget Office for Information

Part IV - APPROVAL (BUSINESS OFFICE USE ONLY)

Vice President of Administration and Finance: _____ Date: _____