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 Card Program Administrator or other designee for payment.

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 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 this 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 this credit card.

8. Repeated misuse of a CUNY 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**

Credit Limit Requested: $_____

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 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 responsible for making certain that any reports that I receive are checked for accuracy.

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

*Supervisor's Name: _____

*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 CUNYfirst Chartfield Lookup Tool for information

****

Part IV - BUSINESS OFFICE USE ONLY

Director of Business and Finance Signature: _____ Date: _____

Procurement Card Status:

[ ] Approved

[ ] Disapproved

Reason for Disapproval: _____