

**SUNY NEW PALTZ  
CITIBANK VISA  
PROCUREMENT CARD  
CARDHOLDER APPLICATION FORM**

Cardholder Name: \_\_\_\_\_

Department Account Number for Procurement Card: \_\_\_\_\_

Department Name: \_\_\_\_\_

SUNY Secure On-Line System User ID: \_\_\_\_\_

Campus Address: \_\_\_\_\_

\_\_\_\_\_

Campus Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Per Transaction Dollar Limit: **\$2,500.00**

As the employee requesting this card, I have read, understand and agree to the attached terms and conditions.

**Cardholder Signature:** \_\_\_\_\_

**As the Supervisor of employee being given the visa procurement card, I have read, understand and agree to the attached terms and conditions.**

**Supervisor's Signature:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Please print**

Program Administrator's Approval: \_\_\_\_\_

(Yolanda Howell)

**Complete and Submit this form to Purchasing, HAB 307**

**Future Visa Cardholder and Supervisor - Please Read**  
**New York State Citibank Procurement Card**

**Your use of a NYS Citibank Procurement Card is subject to the following terms and conditions:**

- 1. You are being entrusted with a valuable tool – a NYS Citibank Procurement Card – which is to be used for the State’s purchase of commodities. Because you will be making a financial commitment on behalf of the State, you must strive to obtain best value for the State by following established purchasing policies as appropriate – Procurement Card Training will be provided.**
- 2. All charges made to your credit card will be posted to a central bill by Citibank and sent to your agency’s Procurement Card Program Administrator or other designee for payment. You will NOT receive a bill from Citibank (although you may view your monthly statement of charges on-line). The State of New York is liable for all charges made using the Procurement Card – there is NO personal liability/connection.**
- 3. You may use the procurement card for authorized State transactions only. 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 Procurement 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 Citibank and your agency's Procurement Card Program Administrator immediately.**
- 7. You must comply with any changes to the terms and conditions or policies and procedures concerning use of this credit card.**
- 8. Supervisors must review employee's visa charges each and every month and by signing the certification page each month, supervisor is acknowledging that the charges were authorized and reviewed for the department.**