

# NEW YORK STATE CITIBANK TRAVEL/NET CARD APPLICATION & ACKNOWLEDGMENT FORM

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

1. You are being entrusted with a valuable tool, a NYS Citibank Travel/Net Card, which is to be used for business travel expenses. 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 travel policies.
2. All charges made to your credit card(s) will be posted to a central bill by Citibank and sent to your agency's Card Program Administrator or other designee for payment. You will **not** receive a bill from Citibank. It is important that you submit your travel receipts promptly in order for all charges to be reconciled. Failure to submit your receipts in a timely manner may result in revocation of your travel card.
3. You may use the **Travel Card** to pay travel expenses **when you** are on Official State business. You may use your **Net Card** when paying **non-employee (e.g. job candidates, students)** travel expenses while **they** are on Official State business. You may **not** use either credit card for **personal charges** **Research Foundation Travel or College Foundation Travel charges**. Your agency and the Office of the State Comptroller will audit the use of your card(s) and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your card(s) 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(s). 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/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.

*Please send this completed form to Kristina Hartin 101 Bray Hall (with original signatures).*

I am requesting the following  **Travel Card**  **Net Card**

**As the employee who will receive this/these card(s), I have read and understand these terms and conditions.**

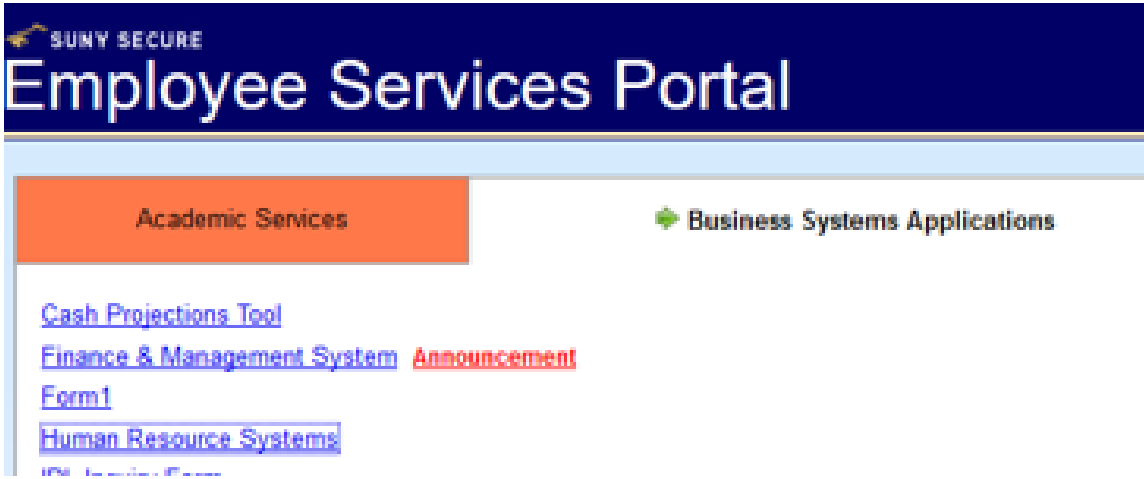
**University State account to be charged** \_\_\_\_\_

**Signature of Account Manager** \_\_\_\_\_

**Cardholder Name:** \_\_\_\_\_  
*(The Cardholder Name MUST match your Government issued Id/license)*

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SUNY ID # (SUNY Portal): \_\_\_\_\_ (this can be found in SUNY Portal -> Human Resource Systems -> Time and Attendance – upper right)



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

Campus Email: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2/23/2022