

**STATE UNIVERSITY OF NEW YORK PROCUREMENT CREDIT CARD  
APPLICATION/ACKNOWLEDGEMENT FORM**

Your use of the State University of New York (SUNY) Citibank procurement 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 procurement 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 procurement 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 procurement 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 procurement credit card. Failure to do so may result in either revocation of your user privileges or other disciplinary action, including termination of employment.
5. You will be given a copy of the SUNY Policy ([here](#)), Campus Procurement Card Manual ([here](#)), and P-Card Certification/Account Change Instructions presentation ([here](#)). You are required to read and understand the previously listed links/documents.
6. You must return any State issued procurement 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 procurement 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 the receipt of a:**

**Procurement Card**

\*Employee Name: \_\_\_\_\_

\*Business Address: \_\_\_\_\_ \*Phone: \_\_\_\_\_

\*Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_ \*Email: \_\_\_\_\_@binghamton.edu

PART II

\*As \_\_\_\_\_ supervisor I acknowledge that I am responsible to ensure:  
(Enter employee's name here)

That the employee abides by the above conditions. I am responsible for taking appropriate action in situations involving misuse of the procurement credit card. I am responsible for canceling 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 Monthly Card member Report.

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

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

\*SUNY Account to Charge: \_\_\_\_\_

Procurement Card Limits:

Per Transaction limit \$2,500 (not to exceed \$2,500) Monthly Limit: \$ \_\_\_\_\_  
(Optional)

Department can choose to  
increase monthly limit above  
\$5,000 default

Credit Card Administrators Signature: \_\_\_\_\_

Date: \_\_\_\_\_