



New York State Citibank Travel Card/Procurement Card/NET Card Acknowledgment

Employee: Submit completed form with original signatures to the BSC Credit Card Unit.

Section 1: Terms and Conditions

Your use of a New York State Citibank Travel or Procurement Card is subject to the following terms and conditions:

1. You are being entrusted with a valuable tool - a NYS Citibank Travel or Procurement Card - Which is to be used for business travel expenses or the State's purchase of services and 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 travel or purchasing policies as appropriate.
2. 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. You will not receive a bill from Citibank (although you may view your monthly statement of charges on line). If you have a travel card, it is important that you submit your expense report promptly in order for all charges to be reconciled. Failure to submit your expense reports in a timely manner may result in revocation of your travel card.
3. You may use the travel card to pay for travel expenses when you are on official State business or 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 Travel and 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 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.

When your card arrives, it will be mailed to your work address.

As the employee applying for this card, I have read and understand these terms and conditions.

Section 2: Employee Agreement

Select Credit Card Type

Travel Card Procurement Card NET Card

First Name	MI	Last Name	Employee ID Number (can be found on pay stub)
Agency			Agency General Ledger Business Unit (GLBU)
Work Address (full mailing address)			
Work Phone Number	Email Address		

As the employee receiving this card, I have read and understand these terms and conditions.

Employee Signature

Date