

# New York State Travel Card / Purchasing Card / Net Card

## ACKNOWLEDGMENT FORM - to be completed by card recipient

Your use of a NYS Travel or Purchasing Card is subject to the following terms and conditions:

1. You are being entrusted with a valuable tool - a NYS Travel or Purchasing 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 billed and sent to your agency's Card Program Administrator or other designee for payment. You will **not** receive a bill. (although you may view your monthly statement of charges on line). If you have a travel card, it is important that you submit your travel voucher promptly in order for all charges to be reconciled. Failure to submit your voucher 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 purchasing 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 Travel and Purchasing 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.

I have been issued a            **travel card**            **purchasing card**            **net card**

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

Name: \_\_\_\_\_ NYS# (Last four digits) \_\_\_\_\_

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

Work Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_