

# New York State Citibank Travel Card / Purchasing Card for Other Authorized Users

## ACKNOWLEDGMENT FORM – to be completed by card recipient

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

1. You are being entrusted with a valuable tool – a NYS Citibank Travel or Purchasing Card - which is to be used for official business travel expenses or the purchase of services and commodities for Authorized User Entity. Because you will be making a financial commitment on behalf of the Authorized User, you must strive to obtain best value for the Authorized User 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 any required travel documentation promptly in order for all charges to be reconciled. Failure to submit documentation 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 business or the purchasing card for authorized transactions only. You may not use this credit card for personal charges.** Your agency 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 the Authorized User for the use of this credit card. Failure to do so may result in revocation of your user privileges or other disciplinary action.
5. Citibank Travel and Purchasing Cards under the NYS contract are the property of the Authorized User Entity. 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

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

Name: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

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

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

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