

**SUNY College Old Westbury
New York State Credit Card
CARD TRAINING RECEIPT & ACKNOWLEDGEMENT FORM**
(to be completed by card recipient)

Your use of a NYS Credit Card is subject to the following terms and conditions:

1. You are being entrusted with a valuable tool – a NYS Travel, Procurement or Non-Employee Travel Card – which is to be used for College business expenses only. Because you will be making a financial commitment on behalf of the College at Old Westbury, you must strive to obtain best value for the State by following established purchasing policies as appropriate.
2. All charges made to your credit card will be posted to a central bill by Citibank and charged to your department. You may not receive a bill from Citibank although you may view your monthly statement of charges on line. It is, however, important that you submit your log promptly in order for all charges to be reconciled. Failure to submit your log and receipts in a timely manner may result in revocation of your card(s).
3. You may NOT use the card(s) for personal charges. The SUNY College at Old Westbury, the State University of New York and the NYS 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 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 and College at Old Westbury 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. The NYS Credit Cards are the property of New York State. You must return your card immediately to the Program Administrator 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 the SUNY College at Old Westbury Program Administrator and Citibank immediately.
7. You must comply with any changes to the terms and conditions and policies and procedures concerning the use of this credit card.
8. You are required to attend Card Training before use of this card.

I have been issued a:

- T-CARD
- P-CARD
- NET Card

As the employee receiving this card, I have
(1) read and understand these terms and conditions and
(2) completed the card training on (date): _____.

Name: _____ Email: _____

Signature: _____ Date: _____

Department: _____ Phone: _____