

**APPLICATION FOR CITIBANK VISA-NYS TRAVEL CARD
AND
NON-EMPLOYEE TRAVEL CARD (NET CARD)**

I would like to apply for the Citibank VISA Travel Card and/or Non-Employee Travel Card (NET Card). I understand this card is the property of the State of New York and is to be used for travel expenses in conjunction with business trips on behalf of SUNY Potsdam and that personal expenditures are prohibited. In addition, this card can only be used for an expense that is to be charged to a State account and may not be used in instances where the expense will be paid with PACES, Foundation, Research or any other funding sources.

I would like to apply for a
 Travel Card NET Card

EMPLOYEE INFORMATION

Name: _____ SS#:(last 4 digits only) _____

Campus Address: _____

Campus Phone: _____ Fax: _____

E-mail Address: _____

Employee Signature: _____

DEPARTMENT HEAD APPROVAL

As _____ Department Head, I acknowledge that I am responsible:

- To ensure that the employee abides by the above conditions
- Taking appropriate action in situations involving misuse of the Card(s)
- Canceling the Card(s) if the Cardholder is terminated for any reason or if any misuse or fraud is identified
- Making certain that any reports I receive are checked for accuracy

Department Head's Name _____

Name

Title

Department Head's Signature _____

Default SUNY Department Account Number/s to be used: _____

Travel/NET Card Requested Limits: Per Transaction Limit \$ _____

Monthly Limit \$ _____

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Office Use

Purchasing Card Request Status

() APPROVED

() DENIED

Reason for Denial: _____

Program Administrator

Department and Hierarchy