

NEW YORK STATE CITIBANK Non-Employee Travel (NET) CARD APPLICATION

Email completed application to Meg Mitchell, memcdole@buffalo.edu

Your use of a **NYS Citibank NET Card on behalf of the University at Buffalo (UB)** is subject to the following terms and conditions:

1. You are being entrusted with a valuable tool, a NYS Citibank Net Card, which is to be used for airfare purchase for non-UB employees only (e.g. candidates, guest speakers). Because you will be making financial commitments on behalf of the State of New York, you must strive to obtain best value for the State by following established travel policies. All purchases placed on these cards are the sole responsibility of the cardholder until proper expense documentation is approved and authorizations take place. Unauthorized transactions must be reimbursed by the card holder and may lead to disciplinary action.
2. All charges made to your credit card will be posted to a central bill by Citibank and charges automatically made to the account listed on the application below. Charges appear in OEC code 4899 and will be listed as NET card charges mm/dd-mm/dd/yy approximately on the 15th of each month. You will **not** receive a bill from Citibank but you must review the charges online and reconcile the card monthly using the monthly transaction summary form provided to you during training. Failure to reconcile monthly may result in revocation of your travel card.
3. You may use the Net Card when paying non-employee airfare expenses while they are on Official State business. You may not use the credit card for personal charges or for procurement purposes. Documentation of the Official State business being conducted must be attached to the monthly transaction summary form and remain available for audit. UB and the NYS Office of the State Comptroller may audit the use of your card at any time 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 Net 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 UB's Program Administrator at 645-4535 and Citibank at 1-800-248-4553 immediately.
7. You must comply with any changes to the terms and conditions or policies and procedures concerning use of this credit card.

I am applying for a Citibank Non-Employee Travel Card

Cardholder Name: _____ Last 4 digits of SS#: _____ Person # _____

UB Campus

Address: _____ Department Name: _____

UB Email: _____

Campus Phone: _____

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

Cardholder Signature: _____ Date: _____

Cardholder Name (Print/Type) _____ Date: _____

Department account to be charged _____

Signature of Supervisor _____

Supervisor Name (Print/Type) _____

As the supervisor of, _____ I acknowledge that I am responsible to ensure that he/she abides by the terms and conditions of the NET card program. I will take appropriate action in situations involving misuse of the card. I will request the card be canceled if he/she is terminated or if misuse or fraud is identified. I am also responsible for verify the accuracy of all charges.