



APPLICATION FOR CITIBANK VISA-NYS TRAVEL CARD (T-Card) AND NET CARD

I would like to apply for a Citibank VISA **Travel Card** or **NET Card**. I understand this card is the property of the State of New York. It is to be used for business travel expenses on behalf of my campus and that personal purchases are prohibited.

EMPLOYEE RESPONSIBILITIES:

- Participate in any required training for this program
- Review [Travel Card Guidelines 811](#) or [Non-Employee Travel Card Guidelines 812](#) from Canton or Potsdam's website prior to picking up the card
- Adhere to all policies and procedures related to the use of the Card and the appropriate use of state funds
- Adhere to the monthly certification deadlines
- Notify the Program Administrator of any status changes that may impact card use such as transferring to another department or terminating employment

I would like to apply for a

Travel Card Net Card

EMPLOYEE INFORMATION – PLEASE PRINT LEGIBLY

Name: _____ Last 4 Digits SS# _____
 Title: _____
 Department: _____
 Campus Address: _____
 Campus Phone: _____
 E-mail Address: _____

Employee Signature: _____

DEPARTMENT HEAD RESPONSIBILITIES:

- Ensure that the cardholder fulfills his or her responsibilities stated above
- Take appropriate action in situations involving misuse of the Travel/Net Card
- Cancel the Card if the Cardholder is terminated for any reason or if any misuse or fraud is identified
- Ensure the cardholders account number & department are accurately changed with the Program Administrator in the event that the employee moves from one department to another.
- Review and approve the cardholders travel vouchers within a 7 day window for timely processing.

Department Head's Name _____ Title _____

Department Head's Signature _____

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

Additional Accounts Numbers to be charged against: _____

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

Administrative Use Only
Card Request Status: _____ Approved _____ Denied
Reason for Denial:
Program Administrator Signature: _____ Date: _____
Hierarchy: _____