

Your EMPL ID # is found on  
your paycheck. It is NOT  
your 800#.

**SUNY Delhi**  
**Procurement / Travel Card Form**

Your SUNY ID is found on your pay stub

**Procurement Card** \_\_\_\_\_

**Travel Card** \_\_\_\_\_

**Net Card** \_\_\_\_\_

Complete this form to request that a new Cardholder be added to the system. The Cardholder should complete the fields listed below on the form, sign and date and forward to the supervisor.

**Name (Last, First, MI):** \_\_\_\_\_

SUNY ID #

**7 ca d`YhY`k cf\_`UXXfYgg:** \_\_\_\_\_

EMPL ID#: NOT YOUR 800#

**Title:** \_\_\_\_\_

E-MAIL

@delhi.edu

**Phone, fyt:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Account Number** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Effective Dates (Start and End Date if Applicable)** \_\_\_\_\_

**Comments and Justification:** (Justification must be given for issue of card.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

The user's signature on the form is acknowledgement that he or she will safeguard the system assets assigned to them and prevent unauthorized use of SUNY Delhi's procurement / travel card system.

\_\_\_\_\_  
Account Administrator Signature

\_\_\_\_\_  
Date

Supervisor must sign the form. The supervisor's signature on this form is authorization to add the user to the computer system and confirmation that the user requires a Procurement / Travel card. The supervisor will notify the Procurement Card Administrator of user termination, transfer or misuse of the card.

\_\_\_\_\_  
Controller

\_\_\_\_\_  
Date

Director of Business & Finance must sign the form. This signature on this form is authorization to add the user to the computer system and confirmation that the user requires a Procurement / Travel card.

\_\_\_\_\_  
Citibank Card Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Transaction Dollar limit

\_\_\_\_\_  
Monthly Dollar Limit