

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 #

Complete work address: _____

EMPL ID#: NOT YOUR 800#

Title: _____

E-MAIL

@delhi.edu

Phone#(s): _____

Department: _____ **Account Number**

Last 4 Digits of SS# _____

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