



Application for a NYS Visa Card

I would like to apply for the following NYS Visa Card(s). I understand this card is the property of the State of New York, that it is to only be used for the purchase of goods and services **or** for business travel expenses on behalf of my campus, and that personal purchases are prohibited.

Procurement Card (P-Card)

Travel Card

Non-Employee Travel (NET) Card

Employee Responsibilities:

- Participate in any required training for these programs.
- Adhere to all policies and procedures related to the use of the Visa card(s) and the correct use of state funds.
- Notify the Purchasing and Accounts Payable office of any status changes that may impact card use such as transferring to another department or terminating employment.

Name (Last, First, MI):

Title:

SUNY ID#:

NYS ID (N#)

Last 4 Digits of SS#:

Department:

Campus Address:

Phone:

Email:

Account Number:

Justification:

Employee's Signature:

Date:

The employee's signature on this form is acknowledgment that they will safeguard the system assets assigned to them and prevent unauthorized use of SUNY Delhi's procurement/NET/travel card system.

Supervisor Responsibilities:

- Ensure that the cardholder fulfills their responsibilities stated above.
- Take appropriate action in situations involving misuse of the Visa card(s).
- Inform the Purchasing & Accounts Payable office if any misuse or fraud is identified, and ensure the cardholders account number & department are accurately changed in the event that the employee moves from one department to another.

Supervisor's Signature:

Date:

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/NET/travel card.

Office Use Only:

College Controller's Signature:

Date:

The controller's signature on this form is authorization to add the user to the computer system and confirmation that the user requires a procurement/NET/travel card.

Card Administrator's Signature:

Date:

Transaction Limit: \$

Monthly Limit: \$