

State University of New York Procurement Card Application

Your use of the State University of New York (SUNY) American Express Procurement Card (AEPC) is subject to the following terms and conditions. You must comply with the terms and conditions as part of the terms and conditions of your employment.

1. You are being entrusted with a valuable tool -- a SUNY Procurement Card -- and will be making a financial commitment on behalf of the State and SUNY. You must strive to obtain the best value for the State and SUNY by using proper purchasing practices as identified by the purchasing department.
2. You understand the State of New York is liable to American Express for all charges made using the Procurement Card, except those made in excess of the single per transaction limit and all other limits imposed by the Statewide Procurement Card Administrator, SUNY System Administration, or your campus.
3. You must use the Procurement Card to purchase goods and services for Official University use only. Do not use this card for personal charges. New York State will audit the use of this Procurement Card, report and take appropriate action on any discrepancies. Any evidence that the SUNY Procurement Card is being used fraudulently or for personal charges will result in disciplinary action.
4. You must follow the policy and procedures established by New York State, SUNY, and the campus for the use of the Procurement Card. Failure to do so may result in either revocation of your user privileges or other disciplinary actions, including termination of employment.
5. You will be given a copy of the Statewide Procurement Card Procedures, SUNY Policy and AEPC Manual. You are required to read and understand the requirements of the Procurement Card's use. You are also required to read and understand the procedures established by your campus.
6. You must return the Procurement Card immediately upon request or upon termination of employment (including retirement). Should there be any change in your employment status which causes your purchasing responsibilities to change, you must return the Procurement Card and arrange to have a new card issued, if appropriate.
7. If the Procurement Card is lost or stolen, you must notify your campus Procurement Card Administrator and American Express immediately.
8. New York State, SUNY, or the campus may change these terms and conditions or its policy and procedures concerning the use the Procurement Card and you must comply with those changes.

As the employee requesting receipt of the Procurement Card, I have read and understand the terms and conditions stated above.

Employee Name: _____ Social Security No.: _____

Title: _____

Business Address: _____ Room #: _____

Phone: _____

Signature: _____ Date: _____

State University of New York Procurement Card Acknowledgment Form

As _____ supervisor I acknowledge that I am
(*employee's name*)

responsible to ensure that the employee abides by the above conditions. I am responsible for taking appropriate action in situations involving misuse of the Procurement Card if the Cardholder is terminated for any reason or if any misuse or fraud is identified. I am responsible for making certain that any reports I receive are check for accuracy. I am also responsible for certifying the Monthly Cardmember Report.

Department Name: _____

Supervisor's Name: _____ Date: _____

Title: _____

Supervisor's Signature: _____ Date: _____

Default SUNY Account: _____

Chief Fiscal Officer Signature: _____ Date: _____
(*or equivalent staff person*)

Procurement Card Limits:

Per Transaction Limit \$ _____ not to exceed \$2,500. Monthly limits \$ _____
(*you must complete this space*) (*optional*)

Procurement Card Administrators Signature: _____

Procurement Card Status:

Approved

Disapproved

Reason for disapproval: _____