

New York State Procurement Card Application

State University of New York Polytechnic Institute

I would like to apply for a JP Morgan Chase New York State Visa Procurement (P-Card) Credit Card. I understand that; (1) this card is the property of the State of New York, (2) that is to only be used for the purchase of goods and services on behalf of my campus, and (3) that personal purchases are prohibited.

Employee Responsibilities:

- Participate in any required training for the Procurement Card program.
- Adhere to all policies and procedures related to the use of the Procurement Card and the correct use of State funds.
- Notify the Business Office of any status changes that may impact card use such as transferring to another department or terminating employment.

Name (Last, First, MI):

Title:

Campus Address:

Department:

Campus Phone:

Email:

NYS ID#: N

SUNY ID#:

Employee Signature:

Date:

The employee's signature on this form is acknowledgement that they will safeguard the system assets assigned to them and prevent unauthorized use of SUNY Polytechnic Institute's Procurement Card system.

Department Head Responsibilities:

- Ensure that the cardholder fulfills their responsibilities stated above.
- Take appropriate action in situations involving misuse of the Procurement Card.
- Notify the Business Office if any misuse or fraud is identified, and ensure the cardholders account number(s) and department are accurately changed in the event that the employee moves from one department to another.
- Review and approve the cardholder's purchases within a timely manner.

Name (Last, First, MI):

Campus Phone:

Justification: Please provide a reason why a Procurement Card should be issued to the employee.

Account Number(s) & Card Limits:

Default Department Account #:

Additional Account #s:

Requested Credit Card Limits – Single Transaction:

Monthly:

Note: In most instances, the single transaction limit should not exceed \$2,500.00. This is to ensure that the campus complies with State and SUNY procurement requirements. Please provide reasoning for a single transaction limit above this amount in the justification box above.

Department Head/
Supervisor Signature:

Date:

The department head's signature on this form is authorization for the cardholder to use the account(s) listed above and confirmation that the employee requires a Procurement Card.

Office Use Only:

AVP of Business Affairs/
VP for Finance & Admin Signature:

Date:

The AVP of Business Affairs/VP for Finance & Admin signature on this form is authorization to add the user to the Procurement Card system.

Procurement Card Administrator Signature:

Date: