

State University of New York NET Credit Card Agreement

Your use of the State University of New York (SUNY) JP Morgan NET credit card is subject to the following terms and conditions. You must comply with these terms and conditions as part of the terms and conditions of your employment.

1. You are being entrusted with a valuable tool – a SUNY NET credit 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 State of New York is liable to JP Morgan for all charges using the NET credit card.
3. You must use the Net credit card for travel related procurement on Official Upstate University use only. Do not use this card for personal charges. New York State will audit the use of the NET credit card, report, and act on any discrepancies. Any evidence that a SUNY credit card is being used fraudulently or for personal charges will result in disciplinary action. All non-allowable expenses charged to the NET credit card are the responsibility of the traveler and these expenses must be paid back to SUNY Upstate with a check. The check needs to be made out to SUNY Upstate Medical University and sent to 750 East Adams Street, Syracuse, NY 13210; Attention Accounts Payable Travel Office.
4. You must follow the policy and procedures established by New York State, SUNY, and the Campus for the use of the NET credit card. Failure to do so may result in either revocation of your user privileges or other disciplinary action, including termination of employment.
5. You must return any State issued NET credit card immediately upon request or upon termination of employment (including retirement). Should there be any change in your employment status which causes your travel responsibilities to change, you must return the NET credit card and arrange to have a new card issued, if appropriate (e.g., name change).
6. If the NET credit card is lost or stolen, you must notify your Campus Card Administrator (Sharon McGillvray & Julianne Emerson) and JP Morgan immediately.

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7. New York State, SUNY, or the Campus may change these terms and conditions or its policy and procedures concerning the use of the NET credit card, and you must comply with those changes.
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9. SUNY is tax exempt within New York State and taxes cannot be charged to the NET credit card.
10. You must submit your receipts for all expenses charged to your NET credit card within 15 days of purchase.

Allowable Expenses for NET Travel Card:

Hotels – Room and Tax only (Tax Exempt in New York State)

Airfare

Car Rental & gas for rental – Economy size (must use Enterprise and justification is needed)

Train Tickets

Telephone/Internet Charges (related to official State business)

Candidate meals and recruitment meals

Non-Allowable Expenses for NET Travel Card:

Fuel for personal vehicle

Food expenses for staff meeting and retreats.

Personal use of any kin

Alcoholic beverages

Incidentals on hotel bill (gym/spa charges, movie rentals, laundry)

Cash advances

Gift cards

As the employee I have read and understand the terms and conditions stated above, and I will adhere to the terms and conditions.

Print Name: _____

Signature: _____

Date: _____

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