

Acknowledgement and Power of Attorney Form
Citibank Individual Travel Account Program

Acknowledgement

I, _____, acknowledge receipt of a Citibank Individual Travel Account from the State University of New York at Stony Brook ("Stony Brook University"). As Account Holder, I accept personal responsibility for charges made on this account in compliance with the applicable policies and regulations of the New York State Comptroller and Stony Brook University. I agree that I will use this account only for the purpose of charging airfare/train travel to the State Contracted Travel Agency, Euro Lloyd, while conducting official University business.

I further acknowledge that, should I incur personal charges and do not repay this amount, I agree that Stony Brook University shall be entitled to take action under the Power of Attorney issued herein, to deduct amounts due and owing from checks payable to me by the State of New York.

Power of Attorney

I, _____, residing at

with a Stony Brook Solar ID of _____, do hereby appoint the State University of New York at Stony Brook as my Attorney-in-Fact, to act in my name, place and stead, in any way which I myself could do, to endorse and negotiate any check or checks which I may receive from the State of New York, for the purpose of applying such check or checks to any outstanding (undisputed) obligations owed to the Individual Travel Account, to the extent that such obligations have been assumed and paid by Stony Brook University.

I have signed my name this ___ day of _____, 20__

Signature of Employee _____

Return form to Porshia Russell, Procurement Z-6000