PNC Bank Purchasing Card Cardholder Agreement

By accepting a University of Southern Indiana Purchasing Card (PCard), the cardholder assumes full responsibility for its use and agrees to the conditions established in this document and the PNC Purchasing Card Cardholder Guide. Additionally, the cardholder agrees to comply with the spending and volume controls outlined in the PNC Purchasing Card Cardholder Guide. Merchant Category Codes (MCC) for this account are based on the parameters of approved business purchases and, therefore, hereby incorporated into the Cardholder Agreement.

The PCard remains the property of PNC Bank and is issued to the cardholder at the discretion of the University of Southern Indiana. The University may suspend, restrict, or revoke card privileges at any time. The University reserves the right to suspend or cancel card privileges at any time for any reason. The cardholder agrees to surrender the card to Procurement or Accounts Payable upon request. Failure to relinquish the card may result in disciplinary action as outlined in section F.26, Purchasing Procedures, of the University Handbook. Usage of the card for fraudulent purposes or deliberate misuse may subject the cardholder to disciplinary action as outlined in section F.39, Fraud Policy Statement, of the University Handbook.

Rebates or refunds received as a result of purchasing card usage shall be the property of the University and shall be deposited promptly into the University's accounts. Any gift cards or other incentives received as a result of card purchases should be used solely for University purposes. Cardholders must not solicit or accept gifts, favors, gratuities, discounts, or other items of value from suppliers or prospective suppliers that could reasonably be perceived as influencing purchasing decisions. Reference sections F.12 and F.26 in the University Handbook.

In the event of voluntary or involuntary termination, the cardholder agrees to surrender the card to Procurement or Accounts Payable prior to the exit interview. The cardholder assumes responsibility for unauthorized, personal, fraudulent, or inadequately documented transactions incurred before, during, or after employment separation. The University will prepare an invoice to the cardholder for such transactions, and the cardholder agrees to remit payment in full upon receipt of that invoice. Unpaid amounts may be referred to a collection agency and subject to additional charges.

The University reserves the right to change the terms of this agreement and the cardholder guide and to prohibit the use of the PCard at select merchants upon written notice, including notification through University email or updated policy publication. If the cardholder continues to use the PCard thereafter, the cardholder will be considered to have accepted the changes as an amendment of this agreement. Failure to use the card according to the amended terms will be considered a violation of this agreement.

Any violations of the terms outlined in this agreement may result in the revocation of cardholder privileges without notice.

Training Waiver: ☐ By checking this box, I waive my rights to take training and will have my delegate(s) listed below take the training on my behalf:

____

By signing below, the cardholder acknowledges receipt of the PCard specified below and agrees to use it as detailed in this document.

1. **Read and comply with** the Purchasing Card Cardholder Guide
2. **Only Use** the PCard for authorized University business purchases
3. **Review, verify, and reconcile** all transactions in Visa Spend Clarity
4. **Allocate charges and submit** required supporting documentation within established deadlines
5. **Accept responsibility for** complying with PCard policies and understand that misuse may result in revocation of card privileges, disciplinary action, and/or reimbursement of unauthorized expenses

Cardholder Signature:	Date:
Cardholder Printed Name:	

By signing below, the financial manager authorizes the issuance of the PCard specified below to the aforementioned cardholder. Furthermore, the financial manager agrees to exercise fiscal responsibility over all purchases made with the card. The financial manager will receive cycle transactions via email using a negative receiving approach. If the financial manager does not notify Accounts Payable of any issues with the charges, this will indicate their approval of the charges listed and signify the authenticity of those transactions as legitimate business expenses as defined by the University.

Standard Monthly Billing Cycle Limit: $5,000 Single Transaction Amount Limit: $4,999

An exception to the standard monthly cycle limit is approved at $______________ and is authorized by the financial manager's signature below.

Financial Manager Signature:	Date:
Financial Manager Printed Name:	

If the cardholder is a financial manager, then have another financial manager sign this form.

FOR PROCUREMENT OFFICE USE ONLY	
Authorized Signature: Printed Name: Susanne Stanley Manager of Travel and Credit Card Operations	Date:
Purchasing Card Number (list only the last 4 digits): Information Verified By (initials):	