



## PNC Bank PURCHASING CARD CARDHOLDER AGREEMENT

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By accepting a University of Southern Indiana Purchasing Card, 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 Bank 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 Purchasing Card remains the property of PNC Bank and is issued at the sole discretion of the University. 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 the University Procurement or Accounts Payable office 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. A cardholder must not accept any gift or gratuity from any source when offered, or appears to be offered, to influence their decision-making regarding card purchases. 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 the University Procurement or Accounts Payable office prior to the exit interview. The cardholder assumes responsibility for any unauthorized or undocumented transactions preceding, at the time of, or subsequent to termination. 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 Purchasing Card at select merchants upon written notice to the cardholder. If the cardholder continues to use the Purchasing Card 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 at the discretion of the manager of accounts payable and the controller.

Training Waiver:           By checking this box, I waive my rights to attend training, and will have my proxy(ies) here listed, attend on my behalf: \_\_\_\_\_



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

1. Read the cardholder guide
2. The card is for business-related purchases only; personal charges are not to be made to the card
3. Verify charges on the monthly, emailed statement from PNC ActivePay are valid
4. Allocate charges and upload supporting documentation as required by Accounts Payable

Cardholder Signature:	Date:
Cardholder Printed Name:	

By signing below, the financial manager authorizes the issuance of the Purchasing Card 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 his or her approval of the charges listed and signify the authenticity of those transactions as legitimate business expenses as defined by the University.

Minimum Monthly Billing Cycle Limit: \$5,000

Single Transaction Amount Limit: \$4,999

A higher cycle limit of \$\_\_\_\_\_ is approved with the financial manager's signature below.

Financial Manager Signature:	Date:
Financial Manager Printed Name:	

**FOR PROCUREMENT OFFICE USE ONLY**

Authorized Signer:  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):	