

University of Pittsburgh PNC Bank Purchasing Card



Cardholder Implementation Form Employee Usage Agreement

Your participation in the Visa Purchasing Program is a convenience that carries responsibilities. Although the card is issued in your name, it should be considered company property and should be used with good judgment. Your signature below verifies that you understand the Visa Purchasing Program guidelines outlined below and agree to comply with them, and acknowledges receipt of a University of Pittsburgh, PNCBank - Visa, Purchasing Card.

- 1 The Visa Purchasing Card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
- 2 The card is for business-related purchases only; personal charges are not to be made to the card.
- 3 You are the only person entitled to use the card and are responsible for all charges made against the card.
- 4 Improper use of the card can be considered misappropriation of company funds which may result in disciplinary action, up to and including termination.
- 5 All charges are billed directly to and paid directly by the company. Any personal charges on the card could be considered misappropriation of company funds since the cardholder can not pay the bank directly.
- 6 I understand charges that are not in compliance with internal control procedures and are not validated with the appropriate receipts and monthly reconciliation can be deducted from my pay. Deductions in the amount up to my net pay are hereby authorized. In the event that my employment with the University is terminated, the entire outstanding balance of these charges is due and payable immediately. I also understand that I am liable for all attorney's fees and other costs associated with the collection of any amount not paid when due.
- 7 Cardholders are expected to comply with internal control procedures in order to protect company assets. This includes keeping receipts, reconciling Visa Purchasing monthly memo statements and following proper card security measures.
- 8 Cardholders are responsible for reconciling their Visa Purchasing monthly memo statement and resolving any discrepancies by contacting the supplier first and then the bank.
- 9 Each account is assigned a cost accounting code by management and purchases will be automatically charged to that code. The code can only be changed by management approval. If changed, a new accounting code does not affect past charges, only future charges.
- 10 A lost or stolen card should be reported immediately by telephone to PNC Bank Customer Service at 1(800) 685-4039.
- 11 A cardholder must surrender the card upon termination of employment (i.e. retirement or voluntary/involuntary termination) or leaving the Department. At this point, no further use of the account is authorized.

Cardholder Signature

Cardholder Supervisor's Signature

Cardholder printed or typed name

Cardholder Supervisor's printed or typed name

Cardholder e-mail address

Cardholder Supervisor's e-mail address

If reconciler
is not
supervisor:

Last 8 digits of P Card

Cardholder Reconciler's printed or typed name

Date

Cardholder Reconciler's e-mail address

Rachel Walsh, P-card Program Specialist

Program Administrator printed or typed Name

Program Administrator Signature / Date