

PNC Bank PURCHASING CARD CARDHOLDER AGREEMENT

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 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 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.

A cardholder must not accept any gift or incentive when offered or appears to be offered to influence their decision-making. See Reference sections F.12 and F.26 in the University Handbook.

Upon voluntary or involuntary termination, the cardholder agrees to surrender the card to the Procurement or Accounts Payable office prior to the exit interview. The cardholder assumes responsibility for all authorized or undocumented transactions preceding, at the time of subsequent termination. The University will prepare an invoice to the cardholder for such transactions, and the cardholder will remit payment in full upon receipt of that invoice. Unpaid amounts may be referred to collections and subject to additional charges.

The University reserves the right to change the terms of this agreement and the Cardholder Guide and to update the Purchasing Card to 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 updated terms.



PURCHASING CARD CARDHOLDER AGREEMENT

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