



PROCUREMENT CARD REQUEST FORM

Cardholder Information

First Name	MI	Last Name	PCID (9 Digit)
Work Email	Work Phone		Cell Phone <small>(For use of P-Card on Digital Wallets)</small>

Card Expiration

Choose One:
 2-Year Auto-Renewal
 Temporary for Travel

to

Begin End

Department Information

School/Department	Dept. Number (4 Digit)
Supervisor	Credit Limit Requested

Cardholder Approvals

Cardholder	Title	Cardholder Signature	Date
Approving Supervisor	Title	Approving Supervisor Signature	Date
Approving VP	Title	Approving VP Signature	Date

Business Services Use Only

Account Number: _____

Process Date: _____

 Business Services Signature Approval



PROCUREMENT CARDHOLDER AGREEMENT

Employee Acknowledgment of Responsibilities

By participating in the Cairn University Procurement Card Program as a Cardholder, I assume responsibilities pertaining to the operation and administration of the Procurement Card Program. These responsibilities include the following:

- The Procurement Card is for business-related purchases only; personal charges are not to be made to the card.
- The Procurement Card will be issued in the name of the employee. By accepting the Card, the employee assumes responsibility for the Card and is responsible for all charges made with the Card. The Card is not transferable and may not be used by anyone other than the Cardholder.
- The Procurement Card shall be maintained with the highest level of security. If the Card is lost or stolen, or if the Cardholder suspects the Card or Account Number to have been compromised, the Cardholder agrees to immediately notify PNC Bank Customer Service at 1-800-685-4039 and Cairn University Business Services Office, x4202 or x4203.
- All charges will be billed to and paid by Cairn University. On a monthly basis, the Cardholder is responsible for reconciling their account on Visa IntelliLink Spend Management website by the 5th of each month. While the Cardholder will not be responsible for making payments, the Cardholder will be responsible for the verification and reconciliation of Account activity and resolving any discrepancy by contacting the supplier first and then the bank.
- Cardholder Accounts are subject to periodic internal control reviews and audits designed to protect Cairn University's interests. By accepting the Card, the Cardholder agrees to cooperate with these reviews and audits. The Cardholder may be asked to produce the Card to validate its existence and to produce statements and receipts to verify appropriate use.
- The Cardholder agrees to use the Procurement Card only for purchases that are in agreement with the Mission, Vision, Institutional Objectives and Community Life Covenant of Cairn University as outlined in Policies 5512-14 and 5512-10.
- Policies and procedures related to the Procurement Card Program may be updated or changed at any time. Cairn University will promptly notify Cardholders of these changes. The Cardholder agrees to indicate receipt and acceptance of these changes by signing notification and returning to Business Services, and will be responsible for the execution of any program changes, upon receipt of notification.
- The Cardholder agrees to surrender and cease use of their Card upon termination of employment whether for retirement, voluntary separation, resignation or dismissal. The Cardholder may also be asked to surrender the Card at any time deemed necessary by the Business Services Office.
- Misuse or fraudulent use of the Card may result in disciplinary actions and may be grounds for dismissal.
- The Cardholder agrees to not make personal purchases using the Card and understands that such use will result in disciplinary action and the requirement to reimburse the University for such purchases.
- By signing below, I acknowledge that I have read and agree to the terms and conditions of this document and the Cairn University Procurement Card Policy and Procedures and affirm that I have read and understand them. I certify that as a participating Cardholder of the Cairn University Procurement Card Program, I understand and assume the responsibilities listed above.

Cardholder Name

Cardholder Signature

Date