



Finance & Administration Division, Controller's Office
PNC Bank Procurement Card Program - Cardholder Agreement

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PRINTED Card Name (as it appears on Procurement Card)

Last 4 digits of Card #

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PRINTED Name of Designated Cardholder

Department Name

I have received the PNC Bank Procurement Card issued and imprinted as stated above.

By accepting the procurement card, I acknowledge and agree to the following terms and conditions:

Departmental Cardholder:

- I am the department's designated cardholder. I understand that I am responsible for safeguarding the card, including having direct knowledge of the whereabouts of the departmental procurement card at all times.
- I am responsible for preparing the monthly procurement card statement review packet. I will sign the monthly certification statement and then obtain the signatures of my supervisor, and another individual one level above my supervisor with signatory authority for the department.

Individual Cardholder:

- I am responsible for safeguarding the card at all times.
- I am the only person authorized to make purchases with this card. I agree that I will not delegate the use of card to others in my department; doing so is considered card misuse. Note: request a departmental card if others in the department will be making procurement card purchases.
- I am responsible for preparing the monthly procurement card statement review packet. The certification statement will be signed by me and my supervisor.

All Cardholders:

- Cardholders are authorized to purchase goods for business purposes, consistent with their RIT organizational responsibilities.
- Before making purchase, cardholders need to consider if the service provider they are purchasing goods from has a personal or familial relationship (close relative/family member) with an RIT employee. If so, you need to disclose this potential conflict of interest to Procurement Services.
- All purchases made with the procurement card will be in accordance with applicable University purchasing policies and procedures and the requirements outlined in the RIT Procurement Card Guide available in the Controller's web site: <http://www.rit.edu/fa/controller/procard.html>.
- The procurement card may not be used to purchase capital equipment, services or any other goods for which bidding and negotiation is required.
- Cardholders are responsible for preparing and electronically submitting a monthly procurement card statement review packet, including the card statement, original receipts, and statement certification, to pcard@rit.edu by the required due date. All original documentation must be retained by the responsible cardholder until Accounting Operations advises cardholders that it may be destroyed. For additional information and the submission due date schedule, visit <https://www.rit.edu/fa/controller/pcard>.
- All card transactions are subject to review and/or audit to ensure compliance with internal and external policies.
- Inappropriate or fraudulent use of the RIT PNC Bank Procurement Card may result in suspension of your card privileges, termination of your employment from RIT and possible legal action.
- Use of your PNC Bank Procurement Card shall cease immediately upon your separation from RIT or upon reassignment to another department within the University.

Please acknowledge your review and acceptance of the Cardholder Agreement by signing below.

I understand and agree to adhere to the terms and conditions for use of the RIT PNC Bank Procurement Card.

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Designated Cardholder Signature

Date