

VISA Purchasing Card Usage Agreement

Your participation in the University VISA Purchasing Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered Robert Morris University property and should be used with good judgement. Your signature below verifies that you understand the University VISA Purchasing Card Program guidelines outlined below and agree to comply with them.

1. The University 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.
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 institutional funds which may result in disciplinary or other action, up to and including termination and/or criminal prosecution.
5. All charges are billed directly to and paid directly by the University.
6. Cardholders are expected to comply with internal control procedures in order to protect University assets. This includes keeping receipts, reconciling monthly memo statements, and following proper card security measures.
7. It is the cardholder's responsibility to code the line item detail of the monthly cardholder statement with the proper account distribution each month. Each account is assigned a department accounting code by management and purchases may be automatically charged to that code when not reviewed by the cardholder.
8. Cardholders are responsible for reconciling their monthly statement and submitting it to Business Operations with the itemized receipts and required signatures by the 15th of each month. Cardholders are also responsible for resolving any discrepancies by contacting the supplier or the bank. Each itemized receipt must indicate "who? what? when? where? and why?" the purchase was made. If the receipt does not clearly indicate what the purchase was for, the cardholder needs to indicate and justify the purchase. For additional information on required supporting documentation, please reference the Travel and Business Expense Policy found on the Robert Morris University website.
9. University VISA Purchasing Card monthly statements must be signed by both the Cardholder and the Cardholder's immediate supervisor prior to submitting to Business Operations, consistent with stated deadlines and related procedures. Statements received without the appropriate signatures will be considered late and will be returned to the cardholder for the required signatures.

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- 10. A lost or stolen card must 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). At this point, no further use of the account is authorized.
- 12. The undersigned cardholder agrees to repay any cash advances or other charges which have been made with the University VISA Purchasing Card in accordance with the procedures and deadlines set forth by Business Operations. If not received by the applicable deadline, cardholder authorizes the deduction of any outstanding unreconciled amounts from cardholder's payroll check in amounts not to exceed 20% until the outstanding balance is satisfied. In the event cardholder elects to leave the University and the amount of deductions is insufficient to cover any amounts still due, cardholder shall be responsible for the unpaid balance on or before the date of departure from the University, provided, however, the University may elect to deduct amounts exceeding 20% of the paycheck to satisfy the outstanding balance.
- 13. All cardholders that do not follow and abide by the purchasing card usage agreement are subject to suspension or termination of their Purchasing Card.
- 14. Any future revisions to the Robert Morris University VISA Purchasing Card policy are applicable.

_____ Cardholder Signature	_____ Supervisor Signature	_____ Next Level Supervisor Signature
_____ Cardholder Printed Name	_____ Supervisor Printed Name	_____ Next Level Supervisor Printed Name
_____ Date	_____ Date	_____ Date

**Please return VISA Purchasing Card Usage Agreement along with the Authorization for Issuance Form to:
Mary Wagenhofer, Business Operations Administrator, Revere Center, 1st Floor**