

**MUHLENBERG COLLEGE
PNC Procurement Card Cardholder Agreement**

This will acknowledge my receipt of a Procurement Card from Muhlenberg College for account number:

I understand and agree that as a cardholder I will be responsible for the following:

1. The card will be used only by the cardholder and is not to be loaned to another employee.
- 2. If the card is lost it is the cardholder's responsibility to notify within 24 hours both Visa Customer Service Department at 1-800-685-4039 and the Purchasing Department at 484-664-3631 or 484-664-3116.**
3. College policy requires exclusive use of the college credit card for Muhlenberg College purchases. I understand that it is against college policy to use my personal credit card for college related expenses.
4. I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of the college and will strive to obtain the best value for the college by using preferred suppliers as identified.
5. I agree to use this card for approved purchases only and agree not to make personal purchases. I understand that my Supervisor / Department head, the college administrator and the Business Office will review the use of this card. All purchases are subject to further evaluation by the Business Office.
6. I agree to return the card immediately upon request or upon termination of employment.
- 7. I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my privileges or other disciplinary actions.**
8. The monthly transaction limit on this card will be _____.

Cardholder's Name (print)	Cardholder's Signature	Date
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Supervisor's Name (print)	Supervisor's Signature	Date
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Cardholder's Office Phone Number	Cardholder's Alternate Phone Number
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Muhlenberg College Card Administrator – Signature

Updated 11/11/2019