



**Authorization/Agreement for Issuance of
VISA Purchasing Cards**

(Please see the Purchasing Card (PCard) Program section of the Purchasing Policy for more details.)

Applicant:

Print Name _____ Title/Position _____

Monthly Credit Limit: \$ _____ Last 4 digits SS# _____

Cost Center Name _____ Cost Center Number _____
(Default number for purchases)

Cell Phone Number _____

*(PNC will text only if information is required on a purchase that may be fraudulent)

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 judgment. 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 potential civil or criminal responsibility.
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 and following proper card security measures.
7. Cardholders are required to keep accurate receipts for all of their credit card transactions and to allocate those transactions in the online Visa system on a weekly basis at minimum. It is the cardholder's responsibility to code the line item detail of the monthly cardholder statement with the proper account distribution. Each account is assigned a cost center accounting code by management and purchases may be automatically charged to that code when not reviewed by the cardholder.

(over)

