



**Authorization/Agreement**

**International Travel VISA Purchasing Cards**

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

**Applicant:**

Print Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Credit Limit: \$ \_\_\_\_\_ Available Cash Advance Amount \_\_\_\_\_

Cost Center Name \_\_\_\_\_ Cost Center Number \_\_\_\_\_ Last 4 digits SS# \_\_\_\_\_

Travel Destination \_\_\_\_\_ Travel dates: From \_\_\_\_\_ To \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

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

Your participation in the 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 & are responsible for all charges 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. 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 month. Each account is assigned a cost center accounting code and purchases may be automatically charged to that code when not reviewed by the cardholder.
8. Cardholders are expected to submit the allocated transactions to their supervisor for online review and approval, and subsequently submit the original statement, all receipts, and any applicable [Cash Reconciliation Forms](#) to the Procurement Administrator by the 15<sup>th</sup> of the month after the billing cycle ends.

## Authorization/Agreement for Issuance of VISA Purchasing Cards

Cardholders are also responsible for resolving any discrepancies by contacting the supplier. 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. Online allocations should be completed and approved on a weekly basis, but no later than the last day of the month.
10. A lost or stolen card must be reported immediately by telephone to PNC Bank Customer Service at 1(800) 685-4039. The cardholder must also notify the Procurement Administrator at [BusinessOperations@rmu.edu](mailto:BusinessOperations@rmu.edu) within 24 hours of the card being lost or stolen.
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% of the check and in accordance with existing state and federal laws, 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.
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. The undersigned cardholder agrees to sign up for Fraud Text Alerts through PNC.
15. Any future revisions to the Robert Morris University VISA Purchasing Card policy are applicable.

### Authorized Signatures

\_\_\_\_\_

Cardholder Printed Name

\_\_\_\_\_

Cardholder Signature

\_\_\_\_\_

Date

**Manager Responsibilities** -I authorize the issuance of a Purchasing Card to the above applicant. I understand the Purchasing Card process and am willing to take responsibility to ensure the applicant is using the card within university guidelines. I will ensure the cardholder’s transactions are fully reconciled upon his/her exit from the university. **I will notify the Human Resources Department as well as the Procurement Department if the above cardholder separates from the University or the above listed cost center.**

\_\_\_\_\_

Supervisor Printed Name

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

*Next Level Signature only required if Manager is not a Vice President or Dean:*

\_\_\_\_\_

Vice President or Dean - Printed Name

\_\_\_\_\_

Vice President or Dean - Signature

\_\_\_\_\_

Date

**Return completed form to: Lisa Skotek, Business Operations via campus mail, or Email: [skotek@rmu.edu](mailto:skotek@rmu.edu)**

10/10/16