PNC CORPORATE PURCHASING CARD
Corporate Bill

Cardholder Implementation Form

Employee Usage Agreement

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

1 The PNC BANK CORPORATE PURCHASING CARD is provided to employees based on their need to purchase travel-related goods, and services as well as procurement for departments. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement, nor does it reflect title or position.

2 The card is for business purchases only; personal charges are not to be made to the card.

3 The authorized cardholder, as signed below, is the only person entitled to use the card and is responsible for all charges made to the card.

4 Improper use of the card can be considered misappropriation of company funds, which may result in disciplinary action, up to and including termination.

5 Cardholders are expected to comply with internal control procedures in order to protect company assets. This includes keeping receipts, reconciling monthly statements, and following proper card security measures.

6 Cardholders are responsible for reconciling their monthly statement and resolving any discrepancies by contacting the supplier first and then the bank.

7 Each account is assigned a cost accounting code by management and purchases may be automatically charged to that code. The code can only be changed with managerial approval. If changed, a new accounting code does not affect past charges, only future charges.

8 A lost or stolen card should be reported immediately by telephone to PNC Bank Customer Service at 1(800) 685-4039.

9 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.

Cardholder Signature	Program Administrator Signature
Cardholder printed or typed name	Program Administrator printed or typed name
Date	Date