



PURCHASING CARD (PCARD) CARDHOLDER AGREEMENT

Your participation in the Purchasing Card (PCard) Program is a convenience that carries responsibilities. YSU is entrusting this privilege to you based on your need to purchase items on behalf of the university; however, you must agree to and comply with all conditions below, with the understanding that this list is non-inclusive. Further details can be obtained from the PCard Guidelines, which can be found on the Procurement Services website.

I agree:

- to read, understand, and periodically review the PCard Guidelines and Purchasing Guidelines.
- to use the PCard ONLY for small-dollar, non-inventory, non-capital purchases.
- to determine if the PCard is the best purchasing method before initiating a transaction.
- to protect the PCard from unauthorized use.
- to NOT use the PCard if a contracted supplier is available in eCUBE.
- to NOT use the PCard for unallowable purchases listed in the PCard Guidelines.
- to NOT use the PCard for personal purchases.
- to NOT share the PCard with ANYONE.
- to adhere to my transaction limit.
- to retain and attach receipts and other supporting documentation to my PCard statement.
- to assign the proper account codes to each transaction in Concur.
- to be responsible for returns, refunds, and disputes with vendors.
- to be responsible for the submission of my PCard statement and subsequent approval by my financial manager/supervisor in Concur on or before the last business day of the month.
- to cooperate with internal and external audits and submit the requested information by the required due date.
- to report a lost or stolen PCard immediately to a JPMorgan Chase representative at 1-800-270-7760 and then to the PCard Program Administrator at (330) 941-3166.
- to surrender the PCard to my financial manager or Procurement Services when transferring out of my current department or upon termination of my employment at Youngstown State University.

I understand:

- the PCard is the property of Youngstown State University and my privileges may be suspended or revoked at any time, for any reason.
- my transaction limit is \$ _____ and my monthly limit is \$ _____.
- any deviation from the PCard Guidelines must be in the best interest of the university AND before initiating a transaction, I must obtain documented pre-approval from the Director of Procurement Services.
- all charges are billed directly to and paid directly by YSU; therefore any personal charges I make on the card could be considered misappropriation of university funds since I cannot pay the bank directly.
- the consequences for non-compliance with PCard Guidelines can range from personal financial liability to disciplinary actions, depending on the severity of the violation.

By signing below, I acknowledge receipt of a PCard and that I have read, agree to, and understand the terms and conditions of this program.

Cardholder Signature

Date

Department

Last 4 Digits of Card

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit the [EIT Home Page](#) for contact information for persons designated to handle questions about this policy.