

Loyola University Procurement Card Agreement Form

To be completed by Budget Administrator/Supervisor:

I, _____, as the Supervisor, request a Loyola PNC Procurement Card to be issued to the following employee _____. ***(Please note: P-Cards cannot be issued to students or temporary employees.)*** As the supervisor, I will be responsible for reviewing and approving all transactions on the Cardholder's Monthly PNC statement.

I will allow this cardholder to charge a maximum of \$_____ per transaction and \$_____ per month.

I understand that the statement and receipts will be reconciled using Loyola's Workday platform in a timely manner each month.

Supervisor Signature

Date

To be completed by the New Cardholder:

As a cardholder, I agree to comply with the following terms and conditions regarding the use of the Loyola PNC p-card:

- I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of Loyola University Maryland. I will strive to obtain the best value for the University.
- I understand that the University is liable to PNC for all charges made with the card.
- I agree to use this card for approved purchases only and agree not to charge personal purchases to this card. I understand that this card cannot be used by anyone other than me. I understand that my usage will be audited by the Accounts Payable office and appropriate action will be taken if any discrepancies are found.
- I have received a copy of the Policy and Procedures Guide for the p-card. As a cardholder, I agree to comply with the terms and conditions specified in this Guide and any subsequent revisions made to this Guide and posted on the Accounts Payable website: <https://www.loyola.edu/departments/financial-services/accounts-payable/>
- I understand that fraudulent and/or misuse of the card is grounds for cancellation of the card and may lead to disciplinary action, up to and including termination of employment. Should I fail to use the card properly, I authorize Loyola University to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the unapproved purchases. I also agree to allow Loyola University to collect any amounts owed by me even if I am no longer employed by the University. If Loyola University initiates legal proceedings to recover amounts owed by me under this agreement, I agree to pay all legal fees incurred by the University in such proceedings.
- I agree to return the card immediately upon request or upon termination of my employment (including retirement).
- If the card is lost or stolen, I agree to notify PNC and the Accounts Payable office immediately.

Employee Signature

Date

Employee ID Number

Employee Email

Employee Phone Number