

MOORE COLLEGE OF ART AND DESIGN PURCHASING CARD

Employee Usage Agreement

Your participation in the Visa Purchasing Program is a convenience that carries responsibilities. Although the card is issued in your name, it should be considered Moore College of Art and Design property and should be used with good judgment. Your signature below verifies that you understand the Visa Purchasing Program rules and procedures outlined below and agree to comply with them.

1. The Visa Purchasing Card is provided to employees based on their departmental need to purchase business-related goods or College related travel. A card may be revoked at any time based on change of assignment or location, or for misuse. By participating in this program you are being entrusted with a College charge card and will be making purchases on behalf of Moore College of Art and Design. In doing so, you agree to strive to obtain the best value for the College on any purchase transaction and to conduct business with sound moral and ethical standards.
2. The card is for business-related purchases only; personal charges are not to be made with this card. Payments to vendors or individuals/consultants for services rendered are prohibited without a supervisor's approval.
3. You are the only person entitled to use the card unless your card has been set up to allow other authorized users.
4. You are expected to comply with internal control procedures in order to protect College assets. This includes keeping receipts which include items purchased, submitting monthly reconciliations on line and following proper card security measures.
5. You are responsible for reconciling your Visa Purchasing Card on a monthly basis and resolving any discrepancies by contacting the supplier first and then the bank. Monthly reconciliation includes logging in to the Visa website, allocating purchases to an appropriate departmental budget account and analytical choice, providing a business reason/purpose for each purchase, printing out the reconciliation and attaching itemized receipts for each transaction to the print out, having a supervisor sign off on the reconciliation, if required, and forwarding the print out and receipts to the Purchasing Department or the program manager. A late statement reconciliation may be subject to finance charges that could be assigned to the individual departmental budget.
6. If the monthly reconciliation is not completed timely, you will have 60 days after the close of each monthly statement to bring your account to current status. This includes the on-line, as well as the paper reconciliation. If no reconciliation, including receipts, have been submitted and reviewed, your credit card will be cancelled on the 61st day. No exceptions will be tolerated.
7. You should not request, nor receive, cash from suppliers as a result of exchanges or returns.

8. Moore College of Art and Design business officers or PNC Bank may audit this program periodically. You understand that Moore College of Art and Design may review and investigate any charges or billing connected with the credit card and have no expectation of privacy concerning what should be business expense charges and hereby agrees to cooperate with any such review or investigation.
9. You agree that if you fail to pay a non-allowable amount when due, Moore College of Art and Design is authorized to, among other things, withhold the full amount from any payment due to you from the College, including payroll checks, as repayment.
10. You are responsible to report a lost or stolen card immediately by telephone to PNC Bank Customer Service at 1 (800) 685-4039 and to either the Accounts Payable Coordinator or Controller via email or telephone.
11. You agree to surrender the card upon request or upon termination of employment for any reason.
12. Improper use of the card or failure to follow any of these rules can be considered misappropriation of College funds, which may result, among other things, in (i) revocation of the card or further restrictions on its use, (ii) disciplinary action, (iii) termination of employment, and (iv) criminal charges being filed with the appropriate authorities.

Cardholder Signature

Date

Print or Type Name

Angeline Campbell, Controller