

Moore College of Art and Design PNC Visa Credit Card Program

Here is some important information and guidelines for participating in the Moore College of Art and Design Corporate PNC Visa Credit Card Program. As a cardholder, it is necessary for you to know how the program works, and to understand your responsibilities.

- Visa is a corporate credit card program set up for Moore College of Art and Design through PNC Bank.
- The Visa program managers for Moore College of Art and Design are the Accounts Payable Coordinator and Controller.
- Each cardholder must sign an Employee Usage Agreement upon receipt of their Visa card. The Employee Usage Agreement (see below) describes the appropriate use of the Visa credit card, the cardholder's responsibilities, and possible consequences for non-compliance. The signed agreements are held in the Business Office by the Controller. The program manager will contact any cardholder who has not signed an Employee Usage Agreement.
- This Visa card may be used for business-related purchases only. Please refer to the Moore College of Art and Design Purchasing Policy and the Employee Usage Agreement for additional information and consequences of misuse.
- Each cardholder has a per transaction and a monthly spending limit. If you do not know your credit limit, please contact the Accounts Payable Coordinator or Controller. If your limit is not sufficient for the type and amounts of spending your position requires, please let the Controller know so that we can discuss increasing (or decreasing) your limit. Please note that if you exceed your spending limit in any monthly period, your Visa will be declined when you attempt to make additional purchases.
- Moore College of Art and Design is tax-exempt. When making purchases with your Visa, please let vendors know that you are using a corporate credit card for a tax-exempt institution so that they will not charge sales tax on the purchase. If you would like to carry a copy of Moore College of Art and Design's tax-exemption certificate, please contact the Accounts Payable Coordinator or Controller to obtain such copy.
- If a vendor asks you for a special security code number, give him/her the 3-digit number located at the end of your account number where it is printed on the signature strip on the back of your Visa card.
- A monthly invoice is sent to the program manager by PNC Visa. It contains one month's worth of purchases made by all cardholders. This invoice is paid from a central account set up for this purpose.

- Each cardholder receives a monthly “Memo Statement” from PNC Visa which contains a summary of one month’s transactions. This is **NOT** an invoice. **Do not send it to Accounts Payable** for payment.
- Cardholders are responsible for reconciling their monthly credit card statements:
 - * Go to the Visa website at <https://intellilink.spendmanagement.visa.com/>. Your home page will show your spending history. Click on a transaction to complete the allocation process. This must be completed for each and every transaction. **Allocations and on line approvals must be completed on the Visa website by the 6th of the month. Please note, you do not need to wait to do your allocations. These can be completed on-line as soon as they appear in your account.** For specific allocation instructions, please ask another cardholder to assist you or call Accounts Payable Coordinator or Controller for help.
 - * Once you have allocated each expenditure to an appropriate budget account, print out your allocation report. There is a link to the allocation report format on your home Intellilink page.
 - * Attach receipts to the print out – each transaction needs a receipt.
 - * Cardholders who have used their Visa cards must reconcile their memo statements once a month. Please be timely in returning the reconciliations with receipts – submit them to the Accounts Payable Coordinator **no later than the last day of any allocation month. Your credit card will be cancelled if you are delinquent more than 60 days in turning in your paper reconciliation.**
- The most common reasons for a card to be declined are: (1) you are over your per transaction or monthly spending limit; (2) the vendor does not have the correct card expiration date.
- **You are responsible to report a lost or stolen card immediately to PNC Bank at 1-800-685-4039 and to either the Accounts Payable Coordinator or Controller via email or telephone.**
- If any fraudulent charges are made using your Moore College of Art and Design credit card, **you are responsible to file an appeal of the charges with PNC Bank** using the appeal form on back of the monthly memo statement.
- You are responsible for the safekeeping of your credit card information. Do not copy, scan or email your credit card information to share with any person or vendor.

If you have any questions or problems with your Visa credit card, please contact the Accounts Payable Coordinator or Controller.