

The Purchasing Card (PCARD) is a MasterCard credit card issued by Comerica Bank providing authorized persons with an alternate method of purchasing eligible business-related items or services. This alternative is intended to supplement the traditional purchase order process and create efficiencies in both the Purchasing and Accounting Departments. The PCARD is **NOT** intended to avoid or bypass MCC Purchasing Policy.

All applications for PCARDS must be approved by an Executive Cabinet Member.

Department: _____

Applicant Name: _____

SSN (Last 4): _____

Applicant Title: _____

Requested Monthly Limit: \$ _____

Datatel ID: _____

Applicant Direct Phone No.: _____

By signing this Application and User Agreement, the Applicant agrees:

- To protect the PCARD from unauthorized use. Each card is imprinted with the user's name and may not be transferred or assigned to anyone other than the designated cardholder.
- To not share your log-in or password information with anyone, according to MCC's [Acceptable Use Policy for Computers, Computer Networks, and Communication Systems](#).
- To not exceed the monthly pre-set spending limit assigned to your PCARD
- To only use the card for eligible college purchases, which are defined in the [PCARD Program Use Guidelines](#).
- To obtain an itemized receipt each time you use your PCARD for a purchase or when a refund or credit is given.
- To ensure sales tax is not charged in the transaction. MCC is exempt from sales tax (Tax Exempt #38-790022F).
- Not to split transactions into separate receipts
- To follow the PCARD Reconciliation Instructions and reconcile all purchases in Comerica's MasterCard Smart Data system within the first five (5) business days of the month for the previous month's purchases and to provide 1) Expense Report, 2) Account Statement with Signature Lines Report, and 3) all original receipts organized in order of charges to your supervisor for approval.
- To complete and update an annual Conflict of Interest Disclosure form in accordance with Board Policy 5808 Conflict of Interest
- To report any erroneous charges immediately to the Program Administrator and Comerica Bank at the 24-hour number provided on the back of the PCARD and to complete any necessary documentation that may be required by Comerica Bank to correct your account
- To surrender the PCARD upon request of your supervisor. If you refuse to surrender your PCARD, the Program Administrator will immediately cancel the card. Attempted use of the PCARD after its cancellation is fraudulent and may cause the bank or MCC to pursue legal action.

By signing this Application and User Agreement, the Supervisor agrees:

- To ensure the cardholder completes their purchase reconciliation within the first five (5) business days of the month
- To follow the PCARD Reconciliation Instructions and review the cardholder's reconciliation Expense Report ensuring he/she has entered the correct departmental general ledger account number (fund, cost center and activity code) for each purchase
- To review each receipt included with the purchase reconciliation to ensure the purchase was eligible, the receipt is itemized, that no sales tax was charged, and that the receipt amount matches the amount on the cardholder's Account Statement Report with Signature Lines Report.

