

The Purchasing Card (PCARD) is a Visa credit card issued by PNC 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.

Applicant Name: _____

Title: _____ Department: _____

Datatel ID: _____ Applicant Direct Phone No.: _____

SSN (Last 4): _____ Requested Monthly Limit: \$ _____

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 User Guide](#).
- 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 PNC's Visa ActivePay 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 PNC Bank at 800-685-4039 or via the number provided on the back of the PCARD and to complete any necessary documentation that may be required by PNC 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 transactions to ensure 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 Statement.
- To approve the Cardholder's reconciled transactions in the ActivePay® system no later than the 15th calendar day of the month.
- To notify the PCARD Administrator if you suspect a cardholder is not following MCC PCARD policy and may have exposed the college to fraudulent or ineligible purchases.
- To delegate your duties only to your immediate supervisor if you cannot perform these duties due to absence or other extenuating circumstance

Misuse of the PCARD or repeated occurrences of not reconciling the Cardholder's account in a timely and correct manner may result in cancellation of Cardholder privileges and possible disciplinary action. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal. MCC may attempt to recover funds for fraudulent or ineligible purchases.

Applicant's Signature Date

TO BE COMPLETED BY SUPERVISOR

Is this a new card or does this request replace a card for a person who has separated from the college?

New Replacement for _____

Reason(s) employee needs PCARD _____

Signature of Applicant's Direct Supervisor (*responsible for approving Applicant's monthly transactions*) Date

Signature of Applicant's Executive Cabinet Member Date

SUBMIT COMPLETED FORMS TO THE ACCOUNTING OFFICE*For Administrative Use Only*

CFO Approval Yes No Initialed: _____ Date: _____ Limit: \$ _____

Date card requested from PNC: _____ Verification of card receipt: _____
Initials

Date card received: _____

Cardholder received card and use & reconciliation training: Date: _____ Card Administrator Initials: _____

Cardholder confirmation of receipt of card and training: _____

Does supervisor already approve purchases for other cardholders? Yes No