



Pcard Cardholder Agreement

Instructions: All Kent State University pcard cardholders must complete pcard training and consent to the terms and conditions of this agreement before receiving a pcard. Cardholders must retain a copy of this form in their home departments.

As an authorized cardholder of a Kent State University pcard:

I acknowledge that I have:

- Completed and understood pcard training
- Reviewed and understood 7 - 02.16 Administrative Policy Regarding Use of Purchasing Card (Pcard)
- Reviewed and understood the University Pcard Manual

I agree to fulfill the following responsibilities:

- Abide by all university policies and procedures when using the pcard.
- Follow proper departmental procedures for determining that a purchase is required and authorized, and that expenditures are within the approved budget.
- Determine if the pcard is the appropriate method of payment (refer to University Pcard Manual sections 5.1 Acceptable Purchases and 5.2 Unacceptable Purchases.)
- Ensure that Ohio Sales Tax is not charged on the pcard.
- Obtain itemized receipts (or their substitutes) and retain per record retention policies.
- Allow only Kent State University employees to make purchases with their card and track such purchases using the Departmental Pcard Purchase log.
- Ensure receipt of material purchased and services rendered.
- Contact merchants promptly to resolve delivery problems, discrepancies, or damaged goods.
- Dispute transactions not resolved with the merchant.
- Report suspicious or erroneous charges immediately to the pcard administrator.
- Secure the pcard and pcard records in a secure location within the cardholder’s department.
- Guard against identity theft and report a lost or stolen pcard immediately.
- Accept ultimate responsibility for ensuring that pcard transactions are reconciled by stated deadlines.

I understand that:

- Kent State University may terminate my privilege to be a cardholder at any time, for any reason. If the university suspends, cancels, or otherwise terminates my privilege, I agree to return to the university the pcard issued to me immediately upon request, and
- Improper use of the pcard issued to me may result in disciplinary action as established in the conduct and discipline section of the employee resource manual pursuant to employee code of conduct guidelines found in university policy 6-01, University Policy Regarding Employment.

Name (Print): _____

Date: _____

Signature: _____

Acct. last
4 digits: _____