

**AGREEMENT TO ACCEPT PNC PROCUREMENT CARD
ISSUED BY ILLINOIS INSTITUTE OF TECHNOLOGY**

CARDHOLDER AGREEMENT

I, _____ acknowledge receipt of an Illinois Tech/PNC Bank Visa Corporate Procurement Card, number - - - with a monthly credit limit of \$

As an Illinois Tech P-Card Cardholder, I agree to comply with the terms and conditions of this Agreement and the “Cardholder’s Guide” the current copy of which can be as found on the Illinois Tech Procurement Services website, under Paying – Procurement Card (P-Card) at:

https://web.iit.edu/sites/web/files/departments/procurement-services/pdfs/IIT_visacardholders-document.pdf

I confirm that I have read and understand the terms and conditions therein. I understand that Illinois Tech is liable to PNC BANK Visa Card for all Illinois Tech charges.

I agree to use this card for Illinois Tech-approved purchases **only** and agree **not** to charge personal purchases. I understand that Illinois Tech **will** audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. If I fail to use this card properly, I understand that I will be personally liable for all improper charges, and I agree that I will make arrangements to pay the same, either in a lump sum or by executing a payroll deduction agreement authorizing Illinois Tech to deduct from my salary an amount equal to the total thereof. I also agree that I will remain personally liable for any such improper charges even if I am no longer employed by Illinois Tech. I understand that my failure to account to Illinois Tech for any improper charges may not only result in disciplinary action, up to and including termination of employment, but also the initiation of legal action to recover the amount of such charges. I further agree that if Illinois Tech initiates legal action to recover any such amounts and I am adjudged liable for then I shall be liable for the expenses that Illinois Tech incurs in connection with such recovery, including, without limitation, costs and reasonable attorney fees.

I agree to register for access to Visa Spend Clarity, take the online training, learn how to use it, review the transactions recorded to my account and complete the reconciliation process on at least a monthly basis. If I am an Approver for other Cardholders, I agree to review and approval these charges on at least a monthly basis.

I understand that Illinois Tech may terminate my rights to use this card at any time for any reason, including not completing the reconciliation process in a timely manner. I agree to return the card to Illinois Tech immediately upon request or upon termination of my employment.

Cardholder Signature _____ Date: _____
