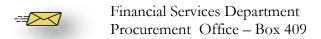


## Cardholder Agreement



I have received Gettysburg College corporate card(s) identified below:

Card Type	Single Trans. Limit		<b>Monthly Credit Limit</b>		Name on Card
Travel Card	\$2000	Fixed	\$10000	Fixed	
General Purchasing Card	\$1000	Fixed	\$5000	Fixed	
General Purchasing Card	\$5000	Fixed	\$15000	Fixed	
Department Card	\$300	Fixed	\$1000	Fixed	
Special Purpose Card	N/A				

I understand that although the card is issued in my name, it is property of the College and may be used for business purposes only.

I acknowledge receipt of, or access to, the College's Expense and Reimbursement Guidelines and also the Cardholder's Guide for the College card program (www.gettysburg.edu/about/offices/fa/financial\_services/) and I understand the terms and conditions for the use of my card. I agree to comply with and adhere to all College guidelines and the procedures of my department for use of my corporate card.

I understand that I will not be able to withdrawal cash from any source. The PIN is for use with merchants requiring it of the customer.

I understand that Gettysburg College is liable for all charges made to my corporate card account and misuse of my card may result in disciplinary action to and possible legal action against me.

I understand that I am responsible for reconciling my card purchases on a monthly basis and submitting all original supporting documentation with the monthly report to Accounts Payable by the 12<sup>th</sup> day of the following month.

I understand that Gettysburg College may terminate my right to use my corporate card at any time. I agree to return the card to Gettysburg College upon request or separation of employment.

I agree to notify PNC Bank Customer Service at 1-800-685-4039 and the card administrators immediately if my card is lost or stolen or if I have knowledge of any lost or stolen Gettysburg College corporate cards.

My signature below verifies that I understand the program guidelines and agree to comply with them:

Signature	Date



## Cardholder Agreement

(with Vendor Specific Cards)



Financial Services Department Procurement Office – Box 409

I have received Gettysburg College corporate card(s) identified below:

Card Type	Single Trans. Limit		Monthly	Credit	Name on Card
			<u>Limit</u>		
Travel Card	\$2000	Fixed	\$10000	Fixed	
General Purchasing Card	\$1000	Fixed	\$5000	Fixed	
General Purchasing Card	\$5000	Fixed	\$15000	Fixed	
Department Card	\$300	Fixed	\$1000	Fixed	
Special Purpose Card	N/A				
Vendor Specific Card					
Vendor Specific Card					
Vendor Specific Card					
Vendor Specific Card					
Vendor Specific Card					
Vendor Specific Card					
Vendor Specific Card					

I understand that although the card is issued in my name, it is property of the College and may be used for business purposes only.

I acknowledge receipt of, or access to, the College's Expense and Reimbursement Guidelines and also the Cardholder's Guide for the College card program (<a href="https://www.gettysburg.edu/about/offices/fa/financial\_services/">www.gettysburg.edu/about/offices/fa/financial\_services/</a>) and I understand the terms and conditions for the use of my card. I agree to comply with and adhere to all College guidelines and the procedures of my department for use of my corporate card.

I understand that I will not be able to withdrawal cash from any source. The PIN is for use with merchants requiring it of the customer.

I understand that Gettysburg College is liable for all charges made to my corporate card account and misuse of my card may result in disciplinary action to and possible legal action against me.

I understand that I am responsible for reconciling my card purchases on a monthly basis and submitting all original supporting documentation with the monthly report to Accounts Payable by the 12<sup>th</sup> day of the following month.

I understand that Gettysburg College may terminate my right to use my corporate card at any time. I agree to return the card to Gettysburg College upon request or separation of employment.

I agree to notify PNC Bank Customer Service at 1-800-685-4039 and the card administrators immediately if my card is lost or stolen or if I have knowledge of any lost or stolen Gettysburg College corporate cards.

My signature below verifies that I understand the program guidelines and agree to comply with them:

Signature	Date		
<b>e</b>			