



PCard Cardholder Agreement

Cardholder Certification

As the cardholder, I agree to accept responsibility for the protection and proper use of my PCard, as enumerated below. I understand that my PCard may be suspended or terminated at any time for any reason. In consideration of my responsibility to properly steward public resources as a cardholder, I acknowledge and agree to the following terms:

- I have reviewed and understand the [online PCard training video](#), the [PCard Manual](#), and [Section 271 of the Manual of Business Procedures](#), and agree to comply to the policies and procedures outlined in each.
- I will review, verify, and reconcile my PCard transactions per the documented reconciliation processes.
- I will use my PCard to purchase ethically, fairly, legally, and without conflict of interest.
- I will be the only user of my PCard and will not allow usage by a third party.
- In the case that my PCard is [lost or stolen](#), I will promptly report this to the bank and the PCard team, as well as the MSU Police if the PCard is lost or stolen on campus.
- I will not make personal purchases or otherwise misuse the PCard.
- I understand that misuse of the PCard may result in: the revocation of my cardholder privileges, restitution to the university for any inappropriate charges, discipline up to and including termination from the university, and possible criminal charges.
- When using federal funds, I will only purchase items specifically allowed by the funding agency and will not purchase from merchants or individuals who are prohibited from contracting with the federal government.
- If I transfer departments or otherwise have updates to my cardholder information, I will submit a PCMD eDoc.
- Should I leave the university, I will cancel my PCard by submitting a PCMD eDoc. I will also ensure all transactions are reconciled before my departure or will provide my fiscal officer with the appropriate documentation to reconcile the transactions on my behalf. I will cut up and dispose of my PCard.

Signature: _____

Date: _____

Printed name: _____

Net ID: _____

Organization name: _____

Org code: _____

Campus address: _____

Phone #: _____

PCard spending limit:

\$5,000 single transaction

\$9,950 single transaction

Select one

Monthly spending limit of \$25,000

Monthly spending limit of \$50,000

Acquisition of card:

Pick up at 166 Service Rd., East Lansing, MI

Deliver to: _____

Select one

MSU account # for delivery fee: _____

Unit Approval

The cardholder named on this form has my approval to hold an MSU PCard and to make purchases with this card on behalf of the organization listed above.

Signature: _____

Date: _____

(Unit administrator, dean, director, chairperson, or fiscal officer)

Printed Name: _____

Title: _____