

PNC Bank
Berea College Purchasing Card
Cardholder Application

(To be completed by the employee requesting the purchasing account)

The undersigned Cardholder, who is an employee or agent of borrower, in consideration for the issuance and use of a PNC Purchasing Card hereby, agrees to the following:

1. Use of the Purchasing Card shall be governed by the Purchasing Card Terms and conditions which will accompany the Purchasing Card.
2. Cardholder agrees to safeguard the Purchasing Card from unauthorized use and shall inform PNC Bank of any unauthorized use as soon as said use is discovered.
3. Cardholder agrees that the Purchasing card shall be used only for the business purposes of borrower and within the employment or agency relationship between Cardholder and Borrower.

Cardholder Signature

Last 4 Digits of Social Security Number

Cardholder Name (Printed)

Title

Default Account Number (For Upload to Banner)

Department

*Cardholder Supervisor

Extension/Work Phone Number

Purpose for Card: Travel Office Supply Purchases Other
(Please List Details Below- Required)

\$3,000 / \$2,000

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Default Monthly Limit Default Single Transaction

**Requested limits if different than default

***Manager Signature Print Date

Vice President Signature Print Date

*Cardholder supervisor is the person that will be approving transactions in PNC

**Justification must be attached

*** The manager is the person the cardholder directly reports to

Each employee requesting a Purchasing card should complete, sign and return this application to your Purchasing Card Program Administrator.