



## 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  
Monthly spending limit of \$25,000

\$9,950 single transaction  
Monthly spending limit of \$50,000

**Acquisition of card:**  Pick up at 166 Service Rd., East Lansing, MI

**Select one**  Deliver to: \_\_\_\_\_

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:** \_\_\_\_\_  
(Unit administrator, dean, director, chairperson, or fiscal officer)

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_