

UNIVERSITY OF OKLAHOMA
PCARD - CARDHOLDER AGREEMENT

1. The Pcard is for business-related departmental purchases **ONLY**; personal charges are **NOT** to be made with the card.
2. **The cardholder is the only valid user of the Pcard. Improper use of the card (as defined in the Pcard Guide) will be considered misappropriation of University funds, which may result in disciplinary action, up to and including termination. Legal action may also result. Legal action for collection and/or criminal prosecution may also result.**
3. All charges are billed directly to and paid directly by The University of Oklahoma. Any personal charges on the card will be considered misappropriation of University funds, such charges are not authorized by the University and cardholder cannot pay the bank directly.
4. Cardholders are expected to comply with internal control procedures in order to protect University assets. This includes keeping receipts, reconciling monthly purchases made with the Pcard, and following proper card security measures, as outlined in Pcard Policy.
5. The Cardholder and/or a designee of the department is responsible for reconciling their monthly purchases made with the Pcard and resolving any discrepancies by contacting the merchant. If a disputed charge cannot be resolved directly with the merchant, a charge dispute must be filed. Cardholders agree to follow the Pcard Guide and Pcard Policy of the University of Oklahoma, for using this credit card. Failure to do so may result in revocation of cardholder privileges and/or other disciplinary action as described in Pcard Policy.
6. Each card is assigned default accounting information by the department and purchases are automatically charged to these codes. The default codes may be changed to reflect accurate purchasing.
7. All cards should reflect the legal name of the cardholder. If a cardholder has a name change, he/she must have a new card issued by contacting Pcard@ou.edu.
8. All new cardholders must be full-time University employees and must attend a Pcard training session before their cards will be issued. This requirement applies only to new cardholders and is not required for replacement cards.
9. A lost or stolen card must be reported immediately to the bank and Financial Services. Additionally, cardholders may send email notification to Pcard@ou.edu. Notification must include legal name and department name.
10. A cardholder must surrender any University Pcard upon termination of employment (i.e., retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized. Such use may result in legal or other action. Cardholders also must surrender their Pcard in the event that they transfer to another University department. Upon transfer, no further use of the prior account is authorized and any further use may result in disciplinary action. Participation in the University of Oklahoma Pcard Program is a convenience that carries responsibilities along with it. Although the Pcard is issued in a cardholder name, it **is** University property that must be used with good judgment. **The Pcard is not an entitlement nor reflective of title or position and the Pcard may be revoked at any time. By signing this agreement, the cardholder acknowledges that he/she understands and will comply with the University of Oklahoma Pcard Policy and the University of Oklahoma Pcard Guide.**
11. The University of Oklahoma Pcard Program is provided to employees based on their need to purchase business-related goods and services.

Pcard Receipt and Agreement

Date

Cardholder Name

Cardholder Signature