

Employee Usage Agreement – PNC Bank Purchasing Card

PNC VISA Card Number (last 8 digits) _____

Cardholder's Employee ID # _____

Your participation in the VISA Purchasing Card Program carries responsibilities. The card is considered University of Louisville property and must be used in accordance with the University of Louisville Procurement Card Policies and Procedures. Your signature verifies that you understand and agree to comply with the following:

The card is for University of Louisville business-related purchases only; personal charges are not to be made to the card.

Employee Signature

Employee ID #

Date

Employee Printed Name

Send the original copy of this form to: ProCard Office, Houchens Building, LL08K.