

## Employee Usage Agreement – PNC Bank Purchasing Card

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.

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

**By my signature, I acknowledge and agree that I am currently and will remain in compliance with University of Louisville [Conflict of Interest](#) policies, including any disclosure obligations. Further, I certify that I understand and agree to comply with all applicable University of Louisville polices, including [Procurement Card Policies and Procedures](#) for the duration of my employment with the institution.**

\_\_\_\_\_  
Employee **LAST** Name

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

If you would like to restrict this user to a specific department number(s) or cardholder(s), please provide the information below. Otherwise, this Usage Agreement will allow for use of any ProCard.

**Send a completed copy of this form via email ([procard@louisvill.edu](mailto:procard@louisvill.edu)) or by campus mail to: ProCard Office, Houchens Building, LL05. A copy should be kept on file with the department.**

Updated: 11/15/2017