



# P-Card Cardholder Application & Agreement

The Purchase Card (P-Card) is intended for full-time University faculty and staff who frequently purchase small dollar goods and services. Cardholders have the opportunity to purchase goods and services directly from vendors up to standard transaction amounts per the Purchasing Policy. The P-Card program streamlines the procurement process for small dollar transactions, reducing administrative burden for the University and vendors.

Email completed form, in its entirety, to [purchasing-office@wittenberg.edu](mailto:purchasing-office@wittenberg.edu).

## Application Steps

1. Email completed Cardholder Agreement & Application to the University P-Card Program Administrator. Please ensure all fields are completed prior to emailing.
2. Upon receipt of all required documents, the Program Administrator will schedule a face-to-face training session to ensure all P-Card information is understood prior to P-Card arriving. Please note: applicant will not be permitted to obtain a p-card until all necessary training has been completed.
3. The VISA IntelliLink system will generate a one-time use Welcome email for the applicant with a link to log into the system. Please do not discard this email.





# P-Card Cardholder Application & Agreement

## Cardholder Agreement, Part 2 of 3

I, \_\_\_\_\_, (*print name*) hereby request a PNC VISA Purchasing Card. As an applicant, I certify that my P-Card Reviewer/Approver and I will complete all mandatory training prior to receiving my P-Card. As a Cardholder, I agree to comply



# P-Card Cardholder Application & Agreement

## P-Card Approver/Reviewing Responsibilities, Part 3 of 3

The Purchasing Card (P-Card) Program is designed to streamline the procurement process for small dollar transactions, reducing the administrative burden for the University and vendors. Approver/Reviewers are expected to ensure that cardholders they supervise use cards appropriately. Therefore, they are expected to know the general policies and procedures governing the University Purchasing Program.

By initialing in each box below, Approver/Reviewer agrees to:

\_\_\_\_\_ Approve issuance and use of cards for employees under their supervision if the employees are full-time University staff or faculty.

\_\_\_\_\_ Ensure proper use of card by reviewing departmental charges for accuracy and appropriateness of purchases.

\_\_\_\_\_ Electronically review and approve cardholder's transactions using documentation

oc

rdk



# P-Card Cardholder Application & Agreement

## Business Services Use Only

Cardholder Name: \_\_\_\_\_

Last 4 Digits of Card: \_\_\_\_\_

Training Completed By: \_\_\_\_\_

Training Completed On: \_\_\_\_\_

Per Transaction Limit: \_\_\_\_\_

Per Month Credit Limit: \_\_\_\_\_

Card Issued On: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_