

PAYMENT CARDHOLDER AGREEMENT

As a Payment Cardholder, I agree to comply with all the conditions outlined below. Further details can be obtained in the [Payment Card Procedures Manual](#).

1. I understand that the university is liable to the Bank of America for all charges that I make using the Ohio University payment card (pcard).
2. I understand that pcards are issued at the discretion of Ohio University and the University can terminate my right to use the pcard and/or Concur at any time, for any reason.
3. I understand that I am the only individual authorized to use the card assigned to me. It is not transferable to any other individual.
4. I understand that the pcard may only be used for authorized university purchases and that personal expenses on the pcard are strictly prohibited.
5. I understand that I cannot use the card to purchase any item on the Unauthorized Purchases list. I also understand that there are some purchases that can be made on the pcard that are considered restricted and I have read and understand the procedures associated with making restricted purchases. For additional details please see [pcard procedures](#).
6. I understand that upon separation of employment from Ohio University, for any reason, that I may be held personally responsible for any charges to the pcard that are initiated after my termination date.
7. I understand that as a cardholder, I am responsible for providing all necessary documentation, as outlined in policy and procedures, and an adequate business purpose for all transactions made with my pcard.
8. I have read and understand Ohio University [Policy #55.074 - Payment Card Program](#) (<http://www.ohio.edu/policy/55-074.html>) and agree to follow the established procedures when using my pcard.
9. I have read and understand Ohio University Travel [Policy #41.121 Reimbursement for Official Travel and Entertainment](#) (<http://www.ohio.edu/policy/41-121.html>) and agree to follow the established procedures and guidelines.
10. I have read and understand [Ohio University Purchasing Policies](#) which are generally those policies that begin with "55" on the university policy website (<https://www.ohio.edu/policy>) and agree to follow the established procedures.
11. I understand that as a cardholder, I have 28 calendar days from the post date to reconcile my pcard transaction in Concur.
12. I understand that if I have a lost or stolen card, or notice a fraudulent transaction, that I must report it to the bank and pcard administration as soon as possible.
13. I understand that the university has sixty (60) days to dispute a transaction on my pcard and that I must promptly notify and cooperate in the resolution of the disputed transaction.
14. I understand the [Payment Card Corrective Action/Violation Matrix](#) and acknowledge failure to comply with Ohio University policies and procedures will result in revocation of my user privileges or other disciplinary or legal actions, up to and including termination of employment.