

American University

Corporate Credit Card Agreement

By accepting and using American University's Corporate Credit Card, I hereby agree to the following terms and conditions:

1. I am a full-time American University staff or faculty member and not a new hire in a probationary period.
2. I understand that I am being entrusted with a valuable tool, a Corporate Credit Card, and will be making financial commitments on behalf of American University.
3. I understand that American University may terminate my privilege to use this card at any time for any reason.
4. I agree to use this Card for approved transactions only and agree **NOT TO CHARGE PERSONAL TRANSACTIONS**. I understand there will be audits on the use of this Card and any discrepancies will be addressed.
5. Should I fail to use this card properly, I authorize American University to deduct from my salary that amount equal to the total of the discrepancy. I also agree to allow the University to collect such amount even if I am no longer employed by American University.
6. I will follow the established policy and procedures for the use of the Card. Failure to do so shall result in Card privileges being suspended, revoked, or other disciplinary actions up to and including **termination of employment**.
7. I have read the most current Corporate Credit Card Policy and understand the requirements for the card's use.
8. I agree to return the card to the University immediately upon request or upon termination of employment.
9. **If the Card is lost or stolen**, I agree to notify PNC Bank **IMMEDIATELY at 1-800-685-4039** and contact the Corporate Credit Card Administrator within 1 business day.
10. I understand and will comply with the single transaction and monthly card limits. **A purchase WILL NOT be split into multiple transactions to stay within the single transaction limit.**

Name (Print)

Department

Building

Signature

Phone Ext.

Date
