

PPG / PNC
CORPORATE CARDMEMBER AGREEMENT

In consideration of PPG INDUSTRIES, INC. ("PPG"), furnishing to me a PNC Visa Corporate Card ("PNC T&E Card") and intending to be legally bound, I, _____, the undersigned Corporate Cardmember, acknowledge and agree as follows:

1. I shall use the PNC T&E Card for all business travel expenses and agree that the PNC T&E Card must be used to pay for airline tickets, car rentals and hotel stays in order to be reimbursed by PPG.
2. I agree to report actual business expenses at least monthly (unless travel is less frequent) and no more than twice per month and to obtain prior management approval for expense items not covered by PPG Travel Expense Policy.
3. I am fully liable for all charges on my PNC T&E Card and must submit all charges for payment through the electronic expense reporting system.
4. I will not be reimbursed by PPG for delinquency or finance charges.
5. PNC Card accounts 30 days or more past due are reviewed by PPG.
6. PPG will pay PNC the balance due on delinquent accounts at 120 days past due.
 - (a) If I am still employed by PPG at that time, I understand that PPG will give me, the delinquent Corporate Cardmember, the option of either (a) payroll deduction under the terms of a promissory note for the balance due or (2) resignation from employment;
 - (b) If my employment with PPG has terminated for any reason and there is a balance due on my PNC T&E card account, I understand and agree that PPG may deduct (to the extent legally permissible) the balance due on my delinquent account from any compensation due me from PPG including, but not limited to, wages, salary, accrued and unpaid vacation benefits, severance and/or bonus payments of any kind; and
 - (c) If the compensation described in (b) above is insufficient to reimburse PPG for the delinquent balance due, I understand that PPG may recover such delinquent balance by lawsuit or by such other means or combination of means as PPG deems necessary.
7. If I submit expenses that are not in compliance with PPG Travel Expense Policy, I risk delayed, partial, or forfeited reimbursement. I agree that significant abuse of the PNC T&E Card may result in disciplinary action, including termination.
8. At such time as I cease employment with PPG, I must provide proof of payment in total of all outstanding PNC T&E Card charges. I understand that my failure to do so may result in PPG's deduction of the outstanding balance or taking such other action as described in subparagraphs 6(b) and (c) above.
9. I understand and agree that I am permitted to use the PNC T&E Card only for business expenses and that use of the PNC T&E Card for personal charges is strictly prohibited.

I, the undersigned, agree to and accept this Agreement this ____ day of _____, 20__, and expressly state that by my signature I intend to be legally bound to the terms and obligations of this Agreement.

By _____
Signature

Print or Type Name Employee ID# _____