



University of California San Diego

EXPRESS CARD CARDHOLDER AGREEMENT

Introduction

The University of California has entered into an agreement with U.S. Bank (Bank) to provide qualified University of California San Diego (UCSD) employees with a procurement card (Express Card) to purchase selected materials and services costing less than \$4,999 (including shipping, handling and tax). The Express Card is a purchase card system benefiting UCSD and Cardholder through prompt payment to suppliers, elimination of purchase orders and invoices, and delegates responsibility for low value purchase authority to those making the commitment.

Policy

Express Cards are issued at the discretion of the Express Card Program Team to current employees who are granted a formal delegation of departmental purchasing authority. Delegation of Departmental Purchasing Authority governs the use of the Express Card as a tool for purchasing materials and services for less than \$4,999. This delegation of authority is established by the Regents of the University, and is outlined in Business and Finance Bulletin 43, and further defined by UCSD's Express Card program. The cardholder agrees to comply with all applicable University policies and procedures and this Cardholder Agreement. *When signed and accepted, this agreement represents an endorsement requesting the re-delegation of purchase authority from the campus Materiel Manager to a current UCSD employee to execute Express Card purchases. The receipt of the Express Card acknowledges that this endorsement for re-delegation has been approved.*

Compliance with Policy, Violations and Consequences:

Violations to this agreement or to any policy regarding the purchase of goods or services will be investigated and may result in either one or more of the following actions: written warning, mandatory attendance to additional training classes, revocation of Express Card privileges, cancellation of delegation of purchasing authority, disciplinary action, and termination and/or criminal prosecution. *Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.*

The Express Card Program Team has the authority to investigate and to determine whether a violation of procurement policy has occurred, and to recommend actions that may be taken because of such determinations. UCSD will consider the facts and circumstances of each incident, and will take action as deemed appropriate, and as permitted by applicable law and/or University policy.

Express Card Policy violations include but are not limited to:

- ▶ Purchase of items for personal use
- ▶ Purchase of items defined as restrictions and limitations
- ▶ Purchases of restricted items or services from merchants not excluded from valid Express Card merchant categories.
- ▶ Exceeding bank credit line limit
- ▶ Use of the Express Card for purchases of more than \$4,999 by splitting the purchase into more than one transaction
- ▶ Failure to return the Express Card when reassigned, terminated, or upon request
- ▶ Failure to turn in packsliips and receipts to departmental administrators for the purpose of establishing accountable reconciliation procedures

Ownership and Cancellation of the Express Card

The Express Card remains the Property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The cardholder is accountable for activity on the card. The Bank or UCSD may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the Express Card upon request to UCSD or any authorized agent of Bank.

Spending Limits

Each Express Card has a pre-set spending limit of \$4,999 (including shipping, handling and tax) that may not be exceeded under any circumstances.

Usage

For additional specific usage guidelines, the Cardholder should refer to the Express Card information on Blink which by this reference is incorporated and made a part of this agreement.

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant each time the Express Card is used. Individual transaction receipts are to be attached to periodic statements and submitted to the responsible authorizing supervisor for review and approval. The Cardholder's department administrator must keep statement data and proof of reconciliation, including receipts and packsliips, on file for a period consistent with the record retention requirements of the fund source.

Disputed Items

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements.

Protecting the UCSD Express Card

The Express Card is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping

Sign the Express Card immediately upon receipt. The Express Card should always be treated with the same care as personal credit cards, bankcards, cash, and checks. Keep your card(s) in an accessible, but secure location. When using the Express card for Internet purchases, Cardholders should ensure that the site utilizes industry recognized encryption transmission tools.

When the expiration date is passed and/or after you have received a new Express Card, cut the old Express Card in half and dispose of it. Make sure the Express Card is returned to you after each charge and verify that the returned Express Card has your name on it.

Lost or Stolen Express Cards

If the Express Card is lost or stolen, contact the Bank's 24-hour toll-free number at (800) 344-5696 immediately.

The undersigned Express Card Cardholder applicant and supervisor request that a University of California San Diego Express Card be issued to the applicant. This applicant has read the above agreement and the guidelines contained herein and agree to be bound by these terms and conditions.

Express Card Cardholder Printed Name

Express Card Cardholder Signature Date

Cardholder Supervisor Printed Name

Cardholder Supervisor Signature Date

MSO/Dept Business Officer/Principal Investigator Printed Name

MSO/Dept Business Officer/Principal Investigator Date