



University of California, Santa Barbara

FlexCard Cardholder User Agreement and Low Value Delegation of Authority

(Initial Each Statement)

- _____ 1. I understand that I have been issued a formal **Delegation of Authority to Purchase Low Value** goods and services up to **\$2,500.00 (\$5,000 if I have attended Purchasing 101)** in value **per order** from the Director of Materiel Management. The maximum limit **includes all tax**. I will direct high value purchases to the Purchasing Department.
- _____ 2. I agree to **never** instruct, or **knowingly allow**, a merchant to **split a transaction** over multiple transactions, and/or days, to circumvent my per order Delegation of Authority.
- _____ 3. Use of the FlexCard is non-transferable. I agree to **never** allow another individual to use the **FlexCard plastic charge card or FlexCard account number** that has been issued to me, which would result in the immediate revocation of the card and Delegation of Authority to Purchase.
- _____ 4. I certify that I have read the **FlexCard Policies & Procedures**, completed the **on-line** or **in-class** training for FlexCard, and **passed the FlexCard exam**.
- _____ 5. I agree to abide by University Purchasing and FlexCard Policies and Procedures, and understand that violation(s) of these Policies and Procedures will result in revocation of the card, and could result in disciplinary action including termination from employment and/or legal action.
- _____ 6. If I leave the department in which I was issued a FlexCard, I will **email** FlexCard Administration **before the departure date** so that the account can be cancelled. I will also **cut the FlexCard** in half and **give it to my supervisor** before my departure.
- _____ 7. I understand that University Purchasing Policy states that only those employees with a **Delegation of Authority to Purchase** may procure goods and services on behalf of the University.
- _____ 8. I agree to purchase only those commodities that are allowable on the **FlexCard Commodities List** which may be viewed at: <http://www.busserv.ucsb.edu/purchasing/flex/resources.htm#d>.
- _____ 9. I understand that the UCSB Corporate (travel) VISA card, issued by Travel Accounting, is intended for the purchase of travel, meals and entertainment.
- _____ 10. I agree to **never** use the FlexCard for **personal purchases**, and agree to keep the FlexCard in a location so that I cannot **accidentally** use it for personal purchases.
- _____ 11. I understand that if I am unavailable to purchase with my FlexCard: (1) another departmental employee with a Delegation of Authority to Purchase will need to purchase with his/her FlexCard or place a Low Value Purchase Order, or (2) the department will need to contact the Purchasing Department for assistance in processing the purchase
- _____ 12. I agree to **never** provide the FlexCard account number to a merchant in order to keep the credit card number on file, for the purpose of allowing **someone other than myself** to be involved in conducting a transaction on my FlexCard.
- _____ 13. I agree to obtain the best value for the University and understand that I will be making financial commitments on behalf of the Regents of the University.

- _____ 14. I agree to never sign an agreement (i.e. contract, estimate, etc.-any vendor-supplied form requiring a signature) on behalf of the University, and will forward such documents to the Purchasing Department for review.
- _____ 15. I agree to take appropriate action to insure that a fair proportion of purchases are placed with small business enterprises, including disadvantaged, women-owned, and disabled veteran businesses. I understand that UCSB's business diversity efforts are consistent with federal and state law.
- _____ 16. I agree to provide purchase documentation to the Reviewer(s) assigned to me within **14 calendar days** of the purchase transaction, so that my Reviewer(s) can reconcile the expense when he/she receives the email notification of FlexCard debit or credit.
- _____ 17. If any unauthorized debits (fraudulent charges) are charged to my FlexCard account, I understand that it is my responsibility to notify US Bank directly at (800) 523-9078 **within 60 days of the Statement Date**. If I do not report any unauthorized or disputed charges to US Bank within the Notice Period, I **may be accountable** for the charges.
- _____ 18. I understand that I can view my FlexCard debits and credits by generating my own cardholder statement online at: **<https://access.usbank.com/>**.

I, (print name of cardholder) _____ understand that by signing this form and initialing each statement above, I am agreeing to abide by all University FlexCard and Purchasing policies and procedures. Failure to do so will result in the revocation of my FlexCard.

Cardholder Signature

Date

Department Name