



## University of California, Santa Barbara FlexCard Cardholder User Agreement and Delegation of Authority

### (Initial Each Statement)

- \_\_\_\_\_ 1. I understand that I have been issued a formal **Delegation of Authority** to purchase goods and services up to **\$5000 per order** from the Chief Procurement Officer. The maximum limit **includes all tax and delivery charges**. I will direct high value and restricted commodity purchases (no matter what the value) to Procurement Services for processing through Gateway.
- \_\_\_\_\_ 2. I agree to provide purchase documentation to the Reviewer(s) assigned to me **as soon as I receive the FlexCard Transaction Notification email**, or as soon after as possible if the goods have not yet been received. I understand that my Reviewer(s) must have this documentation in order to allocate (including adjust use tax) and approve the transaction in the Allocation Module.
- \_\_\_\_\_ 3. Use of the FlexCard is non-transferable. I agree to **never** allow another individual to use the **FlexCard or account number** that has been issued to me.
- \_\_\_\_\_ 4. I understand that if I am unavailable to purchase with my FlexCard: (1) another departmental employee will need to purchase with his/her FlexCard or (2) the department will need to place an order via Gateway.
- \_\_\_\_\_ 5. I certify that I have read the **FlexCard Policies & Procedures**, completed the **in-class** training for FlexCard, and **passed the FlexCard exam**.
- \_\_\_\_\_ 6. I agree to purchase only those commodities that are allowable on the **FlexCard Commodities List** at <http://www.bfs.ucsb.edu/procurement/resources/commodities-table>.
- \_\_\_\_\_ 7. 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.
- \_\_\_\_\_ 8. 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.
- \_\_\_\_\_ 9. I agree to **never** provide my 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 process a transaction on my FlexCard.
- \_\_\_\_\_ 10. 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 Procurement Services for review.
- \_\_\_\_\_ 11. 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.
- \_\_\_\_\_ 12. I understand that the UCSB Corporate (travel) VISA card, issued by Travel Accounting, is intended for the purchase of travel, meals and entertainment.

- \_\_\_\_\_ 13. If any fraudulent charges appear on 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, my department **may be liable** for the charges.
- \_\_\_\_\_ 14. I understand that I can view my FlexCard debits and credits by generating my own cardholder statement online at: <https://access.usbank.com/>.
- \_\_\_\_\_ 15. If I leave the department on whose behalf I was issued a FlexCard, I will **cut the FlexCard** in half and **give it to my Department Administrator**, who will log onto the FlexCard Management Module and request a card cancellation.
- \_\_\_\_\_ 16. I agree to abide by University Procurement Services and FlexCard Policies and Procedures, and understand that **violation(s) of these Policies and Procedures may lead to revocation of the FlexCard**.
- \_\_\_\_\_ 17. 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.
- \_\_\_\_\_ 18. **I understand that fraudulent misuse of the FlexCard for personal gain (the purchase of items for personal use with no reimbursement to the department) may be grounds for disciplinary action up to and including termination and legal action.** I may be held personally liable for the expense.

I, (print name of cardholder) \_\_\_\_\_ understand that by signing this form and initialing each statement above, I am agreeing to abide by all University Procurement Services and FlexCard policies and procedures.

Cardholder Signature: \_\_\_\_\_

Date \_\_\_\_\_

Department Name: \_\_\_\_\_