

University of California San Diego

PROCUREMENT CARD CARDHOLDER AGREEMENT

The Procurement Card is a procurement card product benefiting UCSD and the Cardholder through prompt payment to suppliers, elimination of purchase orders and invoices, and delegate responsibility for low dollar purchase authority for materials and services costing less than \$4,999 (including shipping, handling and tax) to those making the commitment.

Policy

Procurement Cards are issued at the discretion of the Procurement Card Program Team to current employees who are granted a formal delegation of departmental purchasing authority. 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 Procurement Card program policy.

Training

Cardholders are responsible for completing the Procurement Card Cardholder Orientation training via UC Learning. Business and Finance Bulletin 43 requires Cardholders to complete annual cardholder refresher training. Failure to complete annual refresher training may result in suspension of Procurement Card privileges.

Compliance with Policy, Violations and Consequences:

Violations 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 Procurement Card privileges, and 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 Procurement 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.

Procurement Card Policy violations include but are not limited to:

- Purchase of items for personal use
- Purchases of restricted items or services from merchants not excluded from valid Procurement Card merchant categories.
- Use of the Procurement Card for purchases of more than \$4,999 by splitting the purchase into more than one transaction
- Failure to destroy the Procurement Card when reassigned, terminated, or upon request
- Failure to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements
- Allowing transactions to be completed with the Procurement Card by anyone other than the cardholder

Receipts

It is the Cardholder's responsibility to obtain an Itemized transaction receipt from the merchant each time the Procurement Card is used. The itemized receipt must be uploaded to the Concur expense management tool within 10 calendar days of the transaction date. Failure to upload itemized receipts to the Concur expense management tool will result in suspension or revocation of Procurement Card privileges. An exception to this policy is made for transactions containing level 3 data. An itemized receipt is not required to be uploaded for to the Concur expense management tool for transactions containing level 3 data.

Note: Level 3 processing requires the capture of specific line item data in credit card transactions. These additional data fields includes line item details such as item description, quantity and unit of measure, freight amount, and commodity and product codes.

Lost or Stolen Express Cards

If the Procurement Card is lost or stolen Contact U.S. Bank at (800) 344-5696 immediately.

Fraud Activity or Suspected Fraud

To report unidentifiable or fraudulent charges to an account, Contact U.S. Bank at (800) 523-9078 immediately.

Restricted Party Screening (RPS)

The U.S. government restricts collaborating with or shipping to certain individuals or organizations. These restricted entities include terrorists, weapons proliferators, and denied or debarred parties. Certain transactions with restricted entities are prohibited, require an export license or require further review. UCSD uses Restricted Party Screening (RPS) on VisualCompliance.com, escalation and export license reviews to ensure compliance with federal export control regulations. The cardholder is responsible for ensuring that all vendors located abroad are screened by Visual Compliance prior to completing any transaction. More information can be found on Blink by searching Restricted Party Screening. Restricted party screening training is also available via UC Learning.

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 Procurement Card purchases. The applicant and supervisors have read the above agreement and agree to be bound by the terms and conditions outlined in Business and Finance Bulletin 43, and further defined by UCSD's Procurement Card program.

Cardholder Printed Name: _____

Signature: _____

Date: _____

Cardholder Mail Code: _____

Cardholder Employee ID: _____

DA Printed Name: _____

DA Email Address: _____

Cardholder Supervisor Printed Name: _____

Cardholder Supervisor Signature: _____

Date: _____

MSO/DBO/PI Printed Name: _____

MSO/DBO/PI Signature: _____

Date: _____