The Express 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 value purchase authority for materials and services costing less than $4,999 (including shipping, handling and tax) 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. 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 policy.

**Training**
Cardholders are responsible for completing the Express 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 Express 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 Express 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 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
- Purchases of restricted items or services from merchants not excluded from valid Express Card merchant categories.
- Use of the Express Card for purchases of more than $4,999 by splitting the purchase into more than one transaction
- Failure to destroy the Express 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 Express 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 Express Card is used. The itemized receipt must be provided to the Department Administrator or Transaction Reviewer to be uploaded to the Attachment Tool in ECManager within 10 calendar days of the transaction date. Failure to upload itemized receipts to the attachment tool will result in suspension or revocation of Express Card privileges.

**Lost or Stolen Express Cards**
If the Express 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 form the campus Materiel Manager to a current UCSD employee to execute Express 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 Express Card program.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Express Card Cardholder Printed Name</th>
<th>Express Card Cardholder Signature</th>
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<th>Cardholder Supervisor Printed Name</th>
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<th>MSO/Dept. Business Officer/Principal Investigator Printed Name</th>
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