

University of California, Davis
PURCHASING CARD CARDHOLDER AGREEMENT

Introduction

The University of California maintains a credit agreement with U.S. Bank (herein referred to as the Bank). The agreement provides designated University of California, Davis (UCD) employees with a Purchasing Card to purchase selected materials based on the delegated departmental purchase authority.

The Cardholder agrees to strive to obtain the lowest overall cost and to comply with all applicable University policies and procedures. The Cardholder further agrees to abide by the limitations, exclusions and restrictions imposed on delegated departmental purchases, as defined by University policy. Policy violations will result in revocation of Cardholder's privileges, low value delegation authority and possible disciplinary action.

General Policy Guidelines

Purchasing Cards are issued at the discretion of the Purchasing Card Administrator to delegated departmental representatives.

Ownership and Cancellation of the Purchasing Card: The Purchasing 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 UCD may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the Purchasing Card upon request to UCD or any authorized agent of the Bank. Use of the Purchasing Card or card account number after notice of its cancellation or for any business that is not officially authorized by the university will be considered fraudulent and will cause UCD to revoke the card and possibly take legal action against you as the cardholder. In addition, the Cardholder shall reimburse the University for all incurred charges and any fees related to the collection of those charges.

Spending Limits: Each Purchasing Card has a pre-set spending limit, which may not be exceeded under any circumstances. The Purchasing Card should be utilized as a procurement tool to purchase non-restricted goods costing less than the pre-set spending limit (including shipping, handling and tax) per vendor under UCD Policy & Procedure 350-21 – Departmental Purchase Delegations.

NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PURCHASING CARD AT ANY TIME.

Inappropriate Use of the Purchasing Card: Any of the following purchases or activities are considered inappropriate use of the Purchasing Card and may result in revocation of the card and/or appropriate disciplinary action, including termination or prosecution:

- Travel-related expenses
- Entertainment expenses
- Items or services for personal use
- Restricted Items (*refer to UCD open-vendor purchase restrictions in UCD Policy & Procedure 350-21*)
- Inventorial equipment
- Cash advances
- Services, other than utilities
- Departmental Repair Orders
- Exceeding bank credit line limit
- Allowing someone other than the Cardholder to use the card
- Failure to retain source documentation including transaction receipts, the customer copy credit card sales receipts, packing slips and monthly statements
- Postage or mail services, unless under an existing campus agreement
- Transactions with UC employees or employee-owned businesses

Usage

For additional specific usage guidelines, please refer to the Purchasing Card web site at <http://pcard.ucdavis.edu>.

Reconciliation/Receipts

It is the Cardholder's responsibility to obtain source documentation (e.g., transaction receipts and/or online documentation) from the merchant or vendor each time the Purchasing Card is used. All source documentation is to be submitted to your Account Manager/designee upon receipt. Statement data and proof of reconciliation, including all source documentation, must be kept on file by the department 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. More information on handling disputes is available at <http://pcard.ucdavis.edu/help/dispute.cfm>

Protecting the UCD Purchasing Card

The Purchasing Card is valuable property, which must be protected from misuse by unauthorized parties. Purchasing Card numbers and cards are to be kept secure and are considered confidential information. Orders must be placed only by the person whose name appears on the card.

Validation and Safekeeping

Sign the Purchasing Card immediately upon receipt. When the expiration date has passed and/or after you receive a new Purchasing Card, the old Purchasing Card should be destroyed. Make sure that the vendor returns the Purchasing Card to you after each transaction and verify that the returned Purchasing Card has your name on it.

Lost or Stolen Purchasing Cards

If the Purchasing Card is lost or stolen, contact the Bank's 24-hour toll-free number. The Cardholder is also required to complete the Dispute Reporting Form located at <http://pcard.ucdavis.edu/forms/DisputeReport.cfm>.

This section must be completed in order to process card request:

PC Request # PC0000

The undersigned **Purchasing Card applicant** and reviewer request that a UC Davis Purchasing Card be issued to the applicant. **The applicant and reviewer have received the required training and agree to complete annual refresher training.** The applicant has read the above agreement and consents to being bound by the terms and conditions.

Cardholder Name (Please print) _____

Cardholder Signature _____ Date _____

Account Manager _____ Date _____

Account Manager Signature _____ Date _____

Department Head/Designee _____ Date _____