

University of San Diego
US Bank OneCard and Instant Card
Cardholder Agreement
Updated September 2024

I hereby acknowledge receipt of a University of San Diego issued US Bank Corporate Card. As a cardholder, I understand and agree that use of the card is subject to the terms and conditions of this Agreement and the provisions of the US Bank Corporate Card Procedures ("Procedures"), and as those Procedures may be subsequently revised. I understand and agree that use of the US Bank Corporate Card is subject to the following conditions:

1. I will only use the US Bank Corporate Card for approved and qualified business expenses in accordance with current policies and procedures, which may be changed from time-to-time at the sole discretion of the University of San Diego ("University"). I understand the University is liable to U.S. Bank for all charges placed on the card, therefore, I will only use this card for approved and qualified purchases in accordance with current policies and the Procedures. **I will not use the US Bank Corporate Card for personal purchases, either for myself or for others.** I understand that I am fully responsible for the US Bank Corporate Card issued in my name and will not allow any unauthorized people to use it.

2. I will use the US Bank Corporate Card whenever possible to pay for approved business expenses and other qualified reimbursable expenses. **I understand that I cannot use the card for the purchase of computers; printers; furniture and furnishings; and/or any other restricted transactions listed in the Procedures. I understand that multiple charges or "splitting" purchases to enable transactions over \$5,000 to be processed on my card is strictly prohibited.** I further understand that I am not entitled to any reimbursement for transactions placed on my card.

3. If my employment is terminated or if my US Bank Corporate Card is canceled, for any reason, I will return the US Bank Corporate Card immediately. However, I understand and agree that I will remain solely responsible for payment of any unreconciled transactions on the US Bank Corporate Card, including without limit to all charges, late payment or delinquent fees.

4. I understand that I or my sponsor need to submit a properly reconciled expense report, with all appropriate documentation, for all expenses charged on my US Bank Corporate Card. I also understand that it is my or my sponsor's responsibility to ensure that the Torero Travel and Expense Office receives my properly completed expense report by the date specified within the Procedures.

5. Should I fail to use the card properly, I understand that I may be required to reimburse the University for purchases in violation of University policies or the Procedures. I acknowledge and agree that to the extent permitted by applicable law, the University, during

the course of my employment, may withhold from my wages or salary any amounts owed for failing to reimburse the University. I further acknowledge and agree that to the extent permitted by applicable law, if my employment is terminated for any reason, the University may withhold from my final wages or salary any amounts owed for failing to reimburse the University. If the University engages a collection agency or initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all fees incurred by the University in such activities or proceedings.

6. I acknowledge that I am required to consistently maintain the specific documentation outlined in the Procedures for all transactions placed on my card. I further acknowledge that I am required to consistently and promptly complete the monthly reconciliation process as outlined in the Procedures.

7. I understand that misuse of my card, including using the card for non-business transactions or failing to adhere to University policies or the Procedures, may result in disciplinary measures including suspension or termination of card privileges, suspension or termination of my employment, and/or legal action in accordance with the terms and conditions of this agreement.

8. I understand the University will audit the use of this card and, accordingly, will audit my compliance to policies and procedures. I agree to comply with auditor requests and promptly furnish information to the auditor as requested.

9. I understand and agree that my use of the US Bank Corporate Card is not a benefit of employment, and my permission to use the US Bank Corporate Card can be rescinded or canceled by the University at any time and for any reason at the University's sole and complete discretion.

10. I acknowledge that it is my responsibility to be familiar and to comply with all applicable procedures at the University that govern my use of the US Bank Corporate Card.

Print Name: _____

Date: _____

Cardholder Signature: _____