

UNIVERSITY OF SAN DIEGO
"U.S. BANK ONE CARD" CARDHOLDER AGREEMENT

I hereby acknowledge receipt of a University of San Diego issued One 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 One Card Procedures ("Procedures"), and as those Procedures may be subsequently revised. I understand and agree that use of the One Card is subject to the following conditions:

1. I will only use the One 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 my 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 One Card for personal purchases, either for myself or for others.** I understand that I am fully responsible for the One Card issued in my name and will not allow any unauthorized people to use it.
2. I will use the One 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 One Card is cancelled, for any reason, I will return the One Card immediately. However, I understand and agree that I will remain solely responsible for payment of any unreconciled transactions on the One Card, including without limit to all charges, late payment or delinquent fees.
4. I understand that I need to submit a properly completed and approved transaction reconciliation report, with all appropriate documentation, for all expenses charged on my One Card. I also understand that it is my responsibility to ensure that the Office of Accounts Payable receives my properly completed and approved transaction 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, including matching my monthly card statement to the documentation; logging my transactions on the transaction log; submitting the statement and documentation to my supervisor for approval; and retaining documentation for three complete fiscal years, unless a longer retention period is specified by a grant or contract.
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 One Card is not a benefit of employment, and my permission to use the One Card can be rescinded or cancelled by the University at any time and for any reason in 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 One Card.

Cardholder Signature: _____

Date: _____

Print Name: _____