Flexcard Procedure

• Flexcards are UCSB credit cards used for making purchases $2,500 or under including tax but not freight. Cards are issued to individuals, not reserves, but they are paid directly by the department. The individual that is issued the card is responsible for any abuse of the card. For detailed information on Flexcard, please visit the following site through Business Services: http://www.busserv.ucsb.edu/purchasing/flex/index.html
• The NRS Campus Office MSO is the Department Administrator for NRS Flexcards.
• The NRS Campus Office staff is the Department Reviewer and Allocator.
• Some purchases are restricted for purchase using a Flexcard. See the “Flexcard Commodities List” for restricted items. If there is a restricted item on the list that is essential for your department to purchase using a Flexcard, notify The Campus Office Department Administrator.

Becoming a Flexcard Cardholder
Reserve Directors should notify the NRS Campus Office Department Administrator to request a Flexcard for themselves or for one of their employees.

Once approved, the Cardholder should:
• Fill out an application for a Flexcard using the Flexcard website
• Sign up for a Flexcard class on the Flexcard website
• After completing the class, take the Cardholder exam through the Flexcard Management Application
• Notify the Department Administrator when you have passed the exam so your cardholder status can be activated.

Once you are a cardholder
Work with the NRS Campus Office staff to establish a routine for use of the card. This will include:
  a. Establishing a log to track purchases
  b. Assigning a sequential number for each transaction
  c. Emailing the following information to the NRS Campus Office contact within three days* of making a credit card purchase:
     • Date of purchase
     • Sequential Transaction #
     • Name of Vendor
     • Description of item(s) purchased
     • Amount charged to the Flexcard

*the Campus Office will allocate your Flexcard purchases for you if you provide the information required above within three days of your purchase. Otherwise, you may be requested to allocate your own purchases, requiring taking an allocator class and yearly exam in addition to your yearly cardholder exam, and to log on to the Flexcard system within a week after each purchase and allocate each charge.

Monthly and yearly responsibilities
Monthly: print and reconcile your monthly Flexcard Bank Statement. Attach signed receipts, packing slips, and paid invoices for all transactions to the Statement and submit to the NRS Campus Office monthly.

Yearly: take an online cardholder exam to maintain your Flexcard. If you choose to allocate your own purchases, you will be required to also take an annual allocator’s exam.