

FlexCard Procedure

- For detailed information on FlexCard, please visit the following site through Business Services: <https://www.bfs.ucsb.edu/procurement/flexcard>
- FlexCards are UCSB credit cards used for making purchases \$5,000 or under including tax, but not freight. Most cards have a \$20,000 monthly limit.
- Cards are issued to individuals, NOT reserves, but are paid directly by the department. The individual that is issued the card is responsible for any abuse of the card.
- The NRS Campus Office Business Officer 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 NRS 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 Management website](#)
- Sign up for a FlexCard class on the FlexCard website
- After completing the class, take the Cardholder exam
- 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 Google Sheet log to track purchases
- b. Assigning a sequential number for each transaction (FlexCard #)
- c. Filling in your Google Sheet log with the following information within 3 days of making a credit card purchase:
 - Sequential FlexCard # (i.e. FAD65)
 - Date of Purchase
 - Name of Vendor
 - Description of item(s) purchased
 - Amount charged to the FlexCard (please include tax and shipping)
 - Cost Center/Project Code to be charged
- d. The Campus Office will allocate your FlexCard purchases once complete information has been added to your log. Beyond 14 days, the transaction will hit a default account pre-programmed into the allocation module. Default expenses will be need to be moved using a Transfer of Expense.

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.