

American Youth Soccer Organization (AYSO) Executive Member Cardholder Program Agreement

This Agreement is made between AYSO, a California non-profit 501(c)3 Corporation ("AYSO") and AYSO Executive Member ____/____/____ (S/A/R). The Executive Member is being entrusted with an **AYSO** commercial credit card, issued by Wells Fargo Bank. The card is provided to the Executive Member based on the Region's need to, make business purchases for AYSO. The card may be revoked at any time, for any reason including but not limited to failure to abide by AYSO policies and procedures as outlined in the AYSO Reference Book section on Regional Operations. The Executive Member's signature below indicates that he/she has read and will comply with the terms of this Agreement.

1. The Executive Member understands that he/she will be making financial commitments on behalf of AYSO and will strive to obtain the best value for AYSO.
2. The Executive Member understands that under no circumstances will he/she use the *WellsOne* Commercial Card to make personal purchases, either for the Executive Member or for others. Using the card for personal charges could be considered misappropriation of AYSO funds and could result in corrective action, up to and including criminal prosecution.
3. The Executive Member acknowledges and agrees that should he/she violate the terms of this Agreement and use the *WellsOne* Commercial Card for personal use, AYSO shall have the right to deduct any amounts owed, including but not limited to charges incurred from collection agencies, internal administration costs, court costs, etc., from a local Region account.
4. The *WellsOne* Commercial Card is issued in the Region, Area, or Section name. The Executive Member will not allow any other person to use the card. The Executive Member is considered personally responsible for any and all charges against the card.
5. The *WellsOne* Commercial Card is the property of the AYSO organization. As such, the Executive Member understands that he/she may be periodically required to comply with internal control procedures designed to protect AYSO assets. This may include being asked to produce the card to validate its existence and account number.
6. If the card is lost or stolen, the Executive Member will immediately notify Wells Fargo Bank by telephone at (800) 932-0036 and the Program Administrator at AYSO's National Office at (800) 872-2976.
7. The Executive Member will receive a detailed excel spreadsheet download of activity in your NAP Online Bank Statement folder, which will report all purchasing activity during that month's period. Since the Executive Member is responsible for all charges (but not for payment by the Region) on the card, the Executive Member will resolve any discrepancies by either contacting either the merchant or Wells Fargo Bank.
8. **INFORMATION EXCHANGED BETWEEN AYSO AND WELLS FARGO:** Information concerning the Executive Member's use of the *WellsOne* Commercial Card, including details regarding each individual transaction, may be furnished by Wells Fargo to AYSO.
9. The Executive Member agrees to surrender the *WellsOne* Card immediately upon termination of the Executive Member's Commission with AYSO.

This Agreement can only be signed by the Regional Commissioner, Area Director or Section Director of the Region, Area, or Section respectively.

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Executive Member Name (Print)
(RC, AD, or SD ONLY)

.....
WellsOne Card account number (last 8 digits)
(Office Use Only)

.....
Executive Member signature

.....
Date



SAR: / /

Bank Name: _____

Routing Number: _____

Account Number: _____

Bank Physical Address: _____

City, State Zip Code: _____

Please email both pages completely filled out to
commercialcard@ayso.org