

Check Out Cal Card Guidelines

Refreshments/Meals for Meetings or Trainings:

- You need to generate a requisition to the vendor of your choosing in order to encumber the funds from your budget and ensure that you have the funds available for the purchase.
- Once the requisition is approved and has been created into a purchase order you will then fill out and submit the Check-out Cal Card request form to Purchasing.
- When you return the card you need to provide an **ITEMIZED** receipt along with a copy of the sign in sheet/agenda for the meeting.

Stater Brothers Market accepts purchase orders. You **DO NOT** need a Cal Card to make purchases there. You simply take a copy of your PO with you when you shop and hand it to the cashier. Submit ITEMIZED receipt(s) to Accounts Payable for processing ASAP! PO is one time use only!

Lodging Arrangements for Board Approved Workshops and Travel:

- You need to generate a requisition to the hotel of your choosing in order to encumber the funds from your budget and ensure that you have the funds available to cover the cost.
- Once the requisition is approved and has been created into a purchase order you will then fill out and submit the Check-out Cal Card request form to Purchasing.
- When you return the card you need to submit **ITEMIZED** room folios/receipts for **EVERY** room that was paid for using the card along with a copy of the agenda from the conference/workshop that you attended. (The district does not pay for movies, alcohol or snacks).

Meals while attending Workshop/Conference:

- Once your Workshop/Conference has been Board approved you fill out and submit the Check-out Cal Card request form to Purchasing.
- Each attendee is limited to \$ 60.00 **per day** for meals. If a meal is provided as part of the registration and you forgo that meal to eat elsewhere, you may not use the Cal Card for that meal. The cost needs to be covered by the individual choosing to eat elsewhere.
- You need to submit **ITEMIZED** receipts (no exceptions) The County will not pay for tips >15%. Please do not tip any more than 15%, you will be charged if you exceed that amount.
- On each **ITEMIZED** receipt you need to list the names of all of the individuals who ate/drank and what each of them ate/drank (The District does not pay for alcoholic beverages). We ask that you do this so we can show that each individual adhered to the \$ 60.00 per day restriction and those who did not will be billed accordingly.
- When you return the card you will need to submit all of your **ITEMIZED** receipts (as outlined above) along with a copy of the agenda or handout and approved Conference Request Form from the workshop/conference that was attended.

Conference Registrations:

- There will be circumstances where a vendor will NOT accept a Purchase Order for payment of registration.
- Once your Conference/Workshop has been Board approved you will need to submit a requisition for the cost of the workshop. The requisition needs to include **what** workshop is being attended, **when** the workshop is being held, **where** the work shop is located and **who** is attending the workshop.
- In the body of the requisition you need to state the following: **VENDOR DOES NOT ACCEPT PURCHASE ORDERS, MAIL A CHECK OR PAY BY CREDIT CARD PRIOR TO THE DATE OF THE WORKSHOP.**
- Once the requisition has been approved and the Purchase Order has been generated the Purchasing Department or Accounts Payable will process the payment.