

# **Policy and Procedures CHECK-OUT CAL CARD**

## **Adelanto Elementary School District**



## **State of California CAL-Card Purchasing Card Program**

**Agency Program Coordinator  
Purchasing/Accounting Tech**

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# Policy and Procedures

## OVERVIEW

This booklet provides the guidelines that have been determined to be standard Policy and Procedures for this Purchasing Card Program. The Policy and Procedures apply to all cardholders of District Purchasing Cards. **Please read it carefully!**

The State of California CAL-Card Purchasing Card Program is contracted through U.S. Bank Government Services Visa Purchasing Card Program and is to be used only for Adelanto Elementary School District (AESD) business.

Check-out Cal Cards are issued by the Purchasing Department on an approval basis. The Purchasing Card Program Agency Program Coordinator (APC) is the **Purchasing/Accounting Tech.**

The program is not intended to **avoid** or **bypass** appropriate purchasing or payment procedures established by AESD. Rather, the program compliments the existing processes available. All purchases must comply with current AESD purchasing standards.

The Purchasing Card you will check-out will have the Adelanto School District name embossed on it. It is for your use only – **no one** else may use the Purchasing Card that you checked out.

You are responsible for the security of the card and the transactions made with the card. The Purchasing Card is for District use only. The use of the Purchasing Card for personal charges is **strictly prohibited**. The cardholder is ultimately responsible for all purchases made on the card he/she has checked out.

**The District has the right to revoke Purchasing Cards for any reason and at any time.**

Your signature on the enclosed Purchasing Card Application and Agreement indicates that you understand the intent of the program and agree to adhere to the Policy and Procedures established for the program.

## TO CHECK-OUT A CARD

1. **Please read the Policy and Procedures booklet before requesting a Purchasing Card.** This booklet provides the information about the process, types of purchases that can and cannot be made, records that must be maintained other program requirements that you will be required to adhere to.
2. After you read and understand the Policy and Procedures outlined, **complete the enclosed Employee Cal Card Check-Out Request Form.** Your administrator (also referred to as the **Approving Official** for the cardholder) must indicate approval by signing the form. All requests will be processed through the Purchasing/Accounting Tech.
3. Once your request has been approved you will be contacted to come in and sign for and check-out the Cal Card.

## EXAMPLES OF WHEN THE PURCHASING CARD MAY BE USED

- Subscriptions, seminars
- Books, video tapes (workshops attended)
- Instructional supplies (workshops attended)
- Travel expenses for hotel, airline, and conference registrations

*Travel and Conference must always be pre-approved by Chief Business Official or Superintendent*

## EXAMPLES OF WHEN THE PURCHASING CARD MAY NOT BE USED

- Any contracted work of any kind, including consulting, professional services, repair or maintenance contracts, or construction or public works contracts
- Equipment, Capital Outlay > \$500.00
- Technology software (IT Director approval)
- Stock items available through our warehouse or through District contracts
- Office supplies available from our warehouse.
- Organization or Personal Memberships
- Personal charges are **not** allowed on your AESD credit card
- Gasoline purchases (personal)
- Alcoholic beverages

## SPENDING RESTRICTIONS

The Cal Card you check out will be restricted to the spending limit that you are approved for. You may not exceed that limit without prior WRITTEN approval from the Purchasing/Accounting Tech.

## INSTRUCTIONS FOR USE

1. Decide what you need to purchase, and what approved budget to use.
2. Contact the supplier from who you want to purchase the item (phone, visit, fax, or mail).
3. Place the order with the supplier, giving the supplier your Purchasing Card number and your name. Give the supplier delivery instructions to be put on the outside of your shipment (package, box, etc.). Delivery instructions must include your name, District site, address and telephone number. Tell the supplier you **must have an itemized receipt!**
4. Receive your shipment. Verify that it is what you ordered. Keep all receipts or packing slips.

## **BUDGET**

Purchasing Card expenditures are not necessarily itemized in the budget. **It is cardholder's responsibility to be certain that Purchasing Card expenditures are within budget limitations.**

## **RECEIPTS**

It is required that you retain all original **itemized** receipts for goods and services purchased. All original itemized receipts must be returned at the time the Check-out Cal Card is returned.

If you are missing a receipt and are unable to obtain an original or duplicate original receipt from the vendor then **you are responsible for payment of the purchase** for the item by including your personal check when you return the Check-out Cal Card. Turn in ALL itemized receipts when you return the Cal Card.

## **LOST OR STOLEN CARDS**

1. If your card is lost or stolen, or if you believe your account number has been compromised in a fraudulent manner, contact U.S. Bank Customer Service immediately and notify the Director of Fiscal Services.
2. Upon receipt of your call, further use of the card will be blocked. Prompt action in these circumstances can reduce your liability for fraudulent charges.

## **U.S. BANK CUSTOMER SERVICE**

Customer Service (inside U.S.)  
24 hrs/day, 7 days/week..... (800) 344-5696

Customer Service (outside U.S.).....(701) 461-2010 (collect)



Employee Cal Card *Check-Out* Request Form

Information required prior to Check -out:

Site/Department Name Funding Information

Employee Name Phone Email

Date of Check out Est Date of Return Max Amount Requested to Spend \$

Purpose of check-out ( Please attach copy of Conference Request Summary Form if applicable)

Requisition/Purchase Order # associated with this expenditure

Information Required When Returning Card:

- Itemized receipts for ALL transactions, showing:
The detail of each transaction (itemized list of goods/services purchased; this includes itemized restaurant receipts),
A written description/explanation of the charge (e.g., "meal for 3: John Doe, Jane Doe, & Bob Smith" or "snacks & supplies for PIQE meeting"),
The printed name of the employee who made the charge
Account number expense is to be charged to (if different from above),
Signature of approval from site/department administrator authorizing expense,
Copy of Conference Request Form (if applicable)

NOTE: Barring extraordinary circumstances (e.g, loss of luggage by airline etc.), transactions for which no receipts are provided will be billed to the employee who checked out the card.

I, the undersigned Adelanto Elementary School District Employee, understand and agree to the requirement and financial responsibilities associated with the check-out and use of the AESD Check-Out Cal Card. Furthermore, I agree to adhere to the AESD Cal Card Policies and Procures as outlined in the Cal Card Policy and Procedures and I acknowledge that I have received a copy of said policies and procedures.

Employee Signature Date

CHIEF BUSINESS OFFICER APPROVAL:

I, Chief Business Officer for the Adelanto Elementary School District, have reviewed the request and authorize issuance of a Check-Out Cal Card as requested.

CBO or Authorized District Official Date

## **Guide to Required Back-Up Needed for Travel Related Cal Card Purchases**

### **Restaurants:**

- Itemized receipts (***non-itemized receipts are unacceptable***)
- Names of person(s) who went to the restaurant (***Please specify what each person ate***)
- Name of Event/Conference/Meeting
- Agenda, flyer or brochure and schedule of the meeting or event
- Amount allowed to spend per day per person ***is NOT to exceed \$ 60.00***

If the agenda/registration indicates that breakfast, lunch or dinner are provided then it is not acceptable to forego the free meal and eat elsewhere. If you choose to eat elsewhere you can do so at YOUR OWN EXPENSE. No Snacks are allowed- **MEALS ONLY!**

Make Sure to give only a 15% tip and make sure the restaurant did not include the gratuity on the final check.

### **Hotels:**

- Invoice from the Hotel (***Room Folio***)
- Reservation Confirmation
- Conference Request Summary Form (***Prior Authorization is needed prior to any charges being made using your Cal Card NO EXCEPTIONS!***)
- Name of Event/Conference/Meeting
- Agenda, flyer/brochure and schedule of the event (***Please do not print it from the Internet***)  
We need the actual paperwork from the conference/workshop
- If Room Service is used, an itemized receipt is needed. (***This amount counts toward the \$ 60.00 allowed for meals***)
- If there is a PO, please submit a copy of the PO or reference the PO#

***No Internet services are allowed, unless you get prior written approval from Laura Carevic, Chief Business Officer. (Form available online- purchasing forms bank)***

### **Meetings:**

- Agenda
- Schedule or email that indicates the time and day of the meeting
- List of attendees

### **Other Purchases**

- **Itemized receipt**
- **Purpose for purchasing items (i.e., office supplies , supplies for meeting, etc.)**



## **Logging Purchases**

When you are ready to return the card and turn in your receipts, please be sure to fill out the attached Reconciliation Form in its entirety. It needs to be signed by yourself and your site/department administrator. You will need to list the name of the merchant, description of the purchase, the amount and the account line/budget that the expenditure is being charged to.

Please tape all loose, original, **itemized** receipts to an 8 ½ x 11 piece of paper. If the receipt is for a meal and there were more than one of you who ate, please list everyone who has a meal listed on the **itemized** receipt.

It is **YOUR** responsibility to make sure that **ALL** receipts and invoices are turned in when the card is returned.

CAL-CARD CHARGE DESCRIPTION AND ACCOUNT LINE ITEMIZATION		
Cardholder: _____		Statement Date: _____
ITEM NO.	PRODUCT/SERVICE DESCRIPTION	AMOUNT
Account No.		
Account No.		
Account No.		
Account No.		
Account No.		
Account No.		
Account No.		
Account No.		
<b>TOTAL</b>		<b>\$0.00</b>

I certify to the best of my knowledge and belief, all of the charges listed above are legal and appropriate school district charges.

\_\_\_\_\_  
Approving Official

\_\_\_\_\_  
Date