

**BUSINESS SERVICES
PURCHASING
MEMORANDUM**

DATE: June 26, 2018
TO: Department Heads, Principals and Office Managers
FROM: Jon A. Aasted, Director of Purchasing
SUBJECT: Cal Card Policies and Procedures Acknowledgement Form

Current Employees:

For employees who currently have a Cal Card, we require an annual Acknowledgement form to be on file. Please review the attached Procedures for Cardholders, then complete, sign, and forward to your supervisor. The Acknowledgement form needs to be returned to the Purchasing department by August 15, 2018.

New Employees:

If your department has a new employee who requires a Cal Card for business travel, please contact me as soon as possible. Typically we can obtain a card within 10-15 business days.

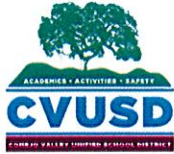
Employees Transferring to a New Location within the District:

The employee may retain the same Cal Card, however, please contact the Purchasing Department with the new address / location information and new administrative support person (if applicable) so our electronic records can be updated.

Employees Leaving the District:

Please forward the Cal Card to Purchasing for deactivation, or make arrangements for Purchasing to pick up the Cal Card.

Should you have any questions please contact the Purchasing Department.



**Conejo Valley Unified School District
CAL-Card / Corporate Charge Card
Policies and Procedures
Acknowledgement**

Conejo Valley Unified School District uses various methods to purchase goods and services. The purchase order system through Escape shall always be the primary mode of purchasing. The CAL Card / Corporate Card may be used for all business travel and when an emergency exists (fire, life, safety) for purchases \$300.00 or less or for the following purchases noted below:

RETURN THIS PAGE TO THE PURCHASING DEPARTMENT IN ORDER TO RECEIVE A NEW CHARGE CARD, OR TO PROVIDE THE ANNUAL ACKNOWLEDGEMENT.

I, _____, have read the District's procedures for cardholders and agree to abide by them upon acceptance or use of the CAL-Card / Corporate Charge Card issued to me.

Cardholder Name _____

Signature _____

Date: _____

Cardholder's Supervisor Name _____

Signature _____

Date: _____

Please complete and sign this signature page to obtain your District CAL-Card / Corporate Charge Card.

For Annual Acknowledgements: Please complete and return this page to the Purchasing department by August 15th.

CAL-CARD PROCEDURES FOR CARDHOLDERS

1. CAL-Cards / Corporate Charge Cards should not be utilized for convenience or to circumvent the ESCAPE purchase order process.
2. The CAL-Card is to be used only for travel and related expenses up to \$1,500 in a single transaction, and in an emergency situation (fire, life, safety) for item purchases less than \$300.
3. Cardholder is responsible for the security of the CAL-Card/Corporate Charge Card.
4. Acknowledgement form must be signed annually.
5. Cardholder's Monthly Responsibility

Cardholder must reconcile account within three (3) working days from receipt of the bank statement.

 - a) Attach the corresponding receipts/invoices to the monthly statement in the order listed on the statement.
 - b) Specify the appropriate account code for each transaction.
 - c) Forward it to supervisor for review and approval.
 - d) Late submissions that result in late fees for the District shall be the responsibility of the cardholder.
6. Supervisor's Responsibility
 - a) Review charges to ensure purchases are appropriate and not on the prohibited list.
 - b) Verifying prior approval for all travel expenses.
 - c) Verify proper documentation (invoices/receipts) are included.
 - d) Review, initial, and date the bank statement and forward (with supporting documentation) within three (3) working days to Fiscal Services for payment.
 - e) Address Non-compliance Purchases as follows:
 - i. First Offense: Review of policy and conference summary.
 - ii. Second Offense: Written reprimand and 90-day suspension of privilege.
 - iii. Third Offense: Written reprimand and revocation of privilege.
7. Bill Discrepancies
 - a) If an item is billed incorrectly, the Cardholder must contact the vendor to resolve and contact the bank to dispute the charge.
 - b) It is the cardholder's responsibility to return defective or incorrect orders to the merchant for replacement or credit.

Examples of acceptable uses

1. Pre-approved meals and travel related expenses.
2. Emergency purchases – situations that are a matter of fire, life or safety.
3. Authorization approved by purchasing.

Examples of prohibited uses

1. Alcoholic beverages
2. Ammunition and weapons
3. Artwork
4. Cash advances through bank tellers or teller machines
5. Centralized Maintenance Agreements
6. Chemicals & hazardous materials
7. Consultants, instructors and speakers
8. Facility Improvements
9. Facility Maintenance
10. Items with a unit price of \$300.00 or more
11. Lease/Purchase Agreements
12. Personal Items
13. Personal Services
14. Rental Agreements
15. Service Repairs
16. Splitting of purchases to circumvent the Cardholder's dollar limitation
17. Technology equipment
18. Telecommunications equipment