

## **1. CAL-CARD PROCEDURES FOR CARDHOLDERS**

1. CAL-Cards should be not be utilized for convenience or to circumvent the ESCAPE purchase order process.
  - a. May be utilized for travel and travel related expenses
  - b. May be utilized for emergency purchases not to exceed \$300
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.
4. Acknowledgement form must be signed annually.
5. Cardholder's Monthly Responsibility
  - a. Cardholder must reconcile account within three (3) working days from receipt of the bank statement.
    1. Attach the corresponding receipts/invoices to the monthly statement in the order listed on the statement.
    2. Specify the appropriate account code for each transaction.
    3. Forward it to supervisor for review and approval.
    4. Late submissions that result in late fees for the District shall be the responsibility of the cardholder.

## **2. CAL-CARD PROCEDURES FOR SUPERVISORS OF CARDHOLDERS**

1. Monthly review of statements to ensure purchases are appropriate and not on the prohibited list.
2. Verifying prior approval for all travel expenses.
3. Verify proper documentation (invoices/receipts) are included.
4. Review, initial, and date the bank statement and forward (with supporting documentation) within three (3) working days to Fiscal Services for payment.
5. Addressing Non-compliance Purchases as follows:
  - a. First Offense: Review of policy and conference summary.
  - b. Second Offense: Written reprimand and 90-day suspension of privilege.
  - c. Third Offense: Written reprimand and revocation of privilege.
6. 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.

### **3. CAL-CARD STRICTLY PROHIBITED USE**

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