

CAL-CARD PROCEDURES FOR CARDHOLDERS

A. Conditions on CAL-Cards / Corporate Charge Cards

1. The CAL-Card 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. The Cardholder is responsible for the security of the CAL-Card/Corporate Charge Card.
4. June of each year is a blackout month and the CAL-Card may not be used.
5. An acknowledgement form must be signed annually indicating the Cardholder's acceptance of the procedures and responsibilities of use.

B. Cardholder's Monthly Responsibility

1. Cardholder must reconcile account within three (3) working days from receipt of the bank statement. *It is recommended to download the statement monthly to ensure timely submission.*
2. Attach the corresponding receipts/invoices to the monthly statement in the order listed on the statement.
3. Specify the appropriate account code for each transaction.
4. Forward it to supervisor for review and approval.
5. Late submissions that result in late fees for the District shall be the responsibility of the Cardholder.

C. Supervisor's Responsibility

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

D. Bill Discrepancies

1. If an item is billed incorrectly, the Cardholder must contact the vendor to resolve and contact the bank to dispute the charge.
2. It is the Cardholder's responsibility to return defective or incorrect orders to the merchant for replacement or credit.

E. Replacement Cards

1. If a card is lost or stolen and/or cancelled due to something other than fraud, a new card will be issued at a cost of \$10.00. Please allow 10-14 business days for a new card to be issued and activated. If a replacement card is needed within 5 business days, a fee of \$50.00 will be charged to expedite.
2. The fees associated with the replacement are the responsibility of the Cardholder, and a check must be sent to CVUSD Fiscal Services prior to requesting a replacement card.

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New

Reoccurring Charges on the CAL-Card: (Example: Dropbox, Ninja Forms, Flocabulary, Software subscriptions, etc.)

Establishing/Approving a recurring / auto-renew charge on a CAL-Card can be problematic and should be avoided when possible. Here are some issues and recommendations:

1. Many times, billing by the vendor for the following year takes place before the Cardholder has an opportunity to review and/or cancel the reoccurring / auto-renew charge.
2. The following year, the charge on the CAL-Card is unfamiliar and mistaken as a fraudulent charge. In many cases, the Cardholder requests a cancellation of their CAL-Card, then determines the charge was appropriate. This creates an issue for the vendor, accounts payable, purchasing and the Cardholder while a new card is being issued.

RECOMMENDATIONS:

1. Do not charge recurring charges to the CAL-Card.
2. Determine if the vendor will accept a PO or check in advance. Many will allow this for educational institutions.
3. IF the only option is to charge the CAL-Card, then it's best for the Cardholder to add to their outlook calendar a message or note indicating the date for a cancellation of future charges, the name of the vendor (typically the charge comes through via another name), the link for the cancellation, and address / phone number of the vendor. Always keep a copy of the terms and conditions of the purchase for future reference.

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 for a specific purchase prior approved by purchasing.

Examples of prohibited uses

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| 1. Alcoholic beverages | 11. Lease/Purchase Agreements |
| 2. Ammunition and weapons | 12. Personal Items |
| 3. Artwork | 13. Personal Services |
| 4. Cash advances through bank tellers or teller machines | 14. Splitting of purchases to circumvent the Cardholder's dollar limitation |
| 5. Centralized Maintenance Agreements | 15. Service Repairs |
| 6. Chemicals & hazardous materials | 16. Technology Equipment |
| 7. Consultants, instructors and speakers | 17. Rental Agreements |
| 8. Facility Improvements | 18. Telecommunications |
| 9. Facility Maintenance | 19. Drones |
| 10. Items with a unit price of \$300.00 or more | |