



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.