



CAL-CARD PROGRAM QUICK REFERENCE GUIDE

This quick reference guide follows policies outlined in the District's Cal-Card Program Policy Manual

- OVERVIEW – Designed for Principals/Site Leaders Petty Cash purchases for supply transactions (4000 series/5911 Obj. codes)
- SPENDING LIMITS - \$250 Single Transaction / \$250 Daily Transaction / \$250 Monthly Cycle (Exceptions under certain circumstances approved by the CBOO)
- AUTHORIZED USES – Office supplies, classroom supplies, P.E. supplies, instructional supplies textbooks, computer supplies under \$500, postage stamps, shipping charges
*However, the vendor requisition process should be the primary process for purchasing
- PROHIBITED TRANSACTIONS – Contracted services, field trip entrance fees/tickets, travel, cash advances, gift cards, rewards or gifts, goods for personal use by staff, ASB or PTA purchases, memberships, custodial supplies, professional licenses, software/technology subscriptions, *tips/gratuities.
***California Constitution, Article XVI, §6 prohibits the gift of public funds.**
- CARDHOLDER RESPONSIBILITIES – Other individuals may not use the card, read and agree to comply with policy and sign the application form. Security and safekeeping of the physical card, card activation, appropriate use of the card, review statement transactions, **reconciling and submitting monthly**.
- CAL-CARD ISSUANCE
 - Request Application and Policy Manual from Purchasing Manager
 - Principal/Department Leader completes and routes to their Approving Official, mail original to Purchasing Services
 - Completed application will be submitted to the Director of Accounting for approval. (Exception requests will be routed to the CBO for review/approval)
 - Upon approval, the Purchasing Manager (Program Administrator) will order the Cal-Card from U.S. Bank
 - Cardholder will be emailed when card arrives and must be picked up in person by the cardholder.
 - Cardholder will activate card by calling U.S. Bank customer service
- CARD RENEWAL – New cards are automatically reissued prior expiration to the Program Administrator. The cardholder will be notified to pick up renewal card and turn in expiring card.
- DEPARTMENT/LOCATION CHANGE – Location changes should be reported to the Program Administrator to update bank statement address change.
- CARD TERMINATION – A card may be terminated when no longer in an approved cardholder position, no longer employed at the District, the cardholder does not adhere to the policies.
- STATEMENT RECONCILIATION – The bank will mail statements to the cardholder's site address, Cardholders should reconcile within three days of receiving the statement.