



Madera Unified School District Guideline for Acceptable Cal-Card Usage

The purpose of the Cal-Card is to provide convenience in making approved travel and conference. Here are some basic guidelines for usage:

ALLOWABLE

- Supplies - (Object 43xx items)
 - Items needed quickly - locally available or purchased on-line. No single item can exceed \$500.
- Conference Costs & Travel - (Object 5200)
 - When Purchase Orders are not accepted
 - On-line arrangements
 - Hotel Reservations
 - Meals may not be purchased on Cal-Card. Reimbursement for meals should be submitted for actual cost of meals, up to per-diem maximum. Original receipts must be attached to reimbursement claim
- Meetings/Staff Development
 - Morning or Afternoon meetings that last two or more hours may include coffee, water and a single snack (such as granola bar or cookies).
 - All day meetings are to include a lunch break long enough to allow participants to leave for a meal on their own. If time constraints make for a working lunch, the appropriate SEC member can approve a working lunch. Cost should not exceed per diem.
 - Meetings that run from mid-afternoon (after school) or past 6 p.m. may include water, soda or a substantial snack. Cost should not exceed \$10.00 per person.

NOT ALLOWABLE

There are specific purchases that are not allowed with Cal-Cards. Below are some examples with a brief explanation:

- Capitalized and Non-Capitalized Equipment - (Objects 44xx & 64xx)
 - Cost of \$500 and above. These items must be inventoried to be covered against loss or vandalism. If they are not purchased with a Purchase Order, they do not receive an inventory number and have no tracking.
- Services - (Object 58xx)
 - Items such as personalized uniforms, trophies, signs, lanyards, pencils, etc. are considered a service. Companies providing services must have an IRS 1099 form in file before a payment is issued. We can't enforce this requirement if the payment has been done through a Cal-Card.
- Gifts
 - Christmas and other Holiday Cards
 - Flowers and corsages
 - Gift Cards/Gift Certificates
 - Holiday Luncheons
- Gasoline
 - Personal vehicle usage should be reimbursed through mileage reimbursement form.
 - Gasoline for a District vehicle or rental vehicle may be purchased Gas Card provided by Transportation with appropriate documentation.
- Food
 - Meals (for breakfast, lunch, or dinner meetings) are not allowable purchases.
- Alcohol
 - Alcoholic drinks purchased are not allowed. Please purchase alcoholic drinks separately rather than reimbursing the District to avoid future questioning.
- **No Categorical purchases are allowed**

Timeliness of Submission: Our agreement with US Bank guarantees payment of the total district statement (all Cal-Cards) by the due date. Your paperwork must be received by the 7th of each month with all receipts, account codes, and appropriate authorizations at the Accounts Payable office.

For your convenience, attached are the instructions to have on-line access to your statement. Please print your statements right away to have enough time to meet the submission deadline.

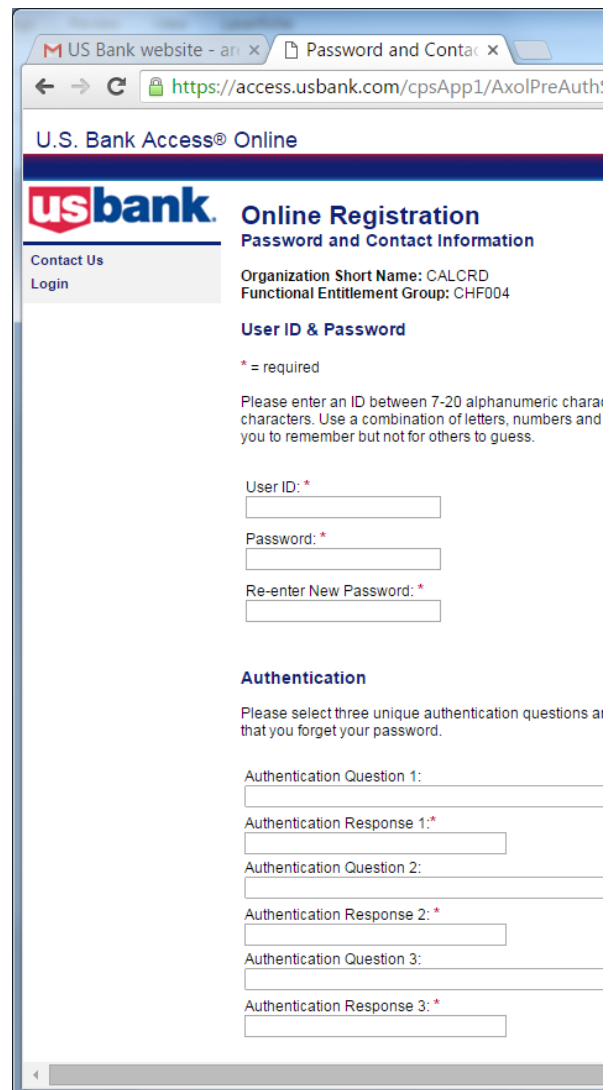
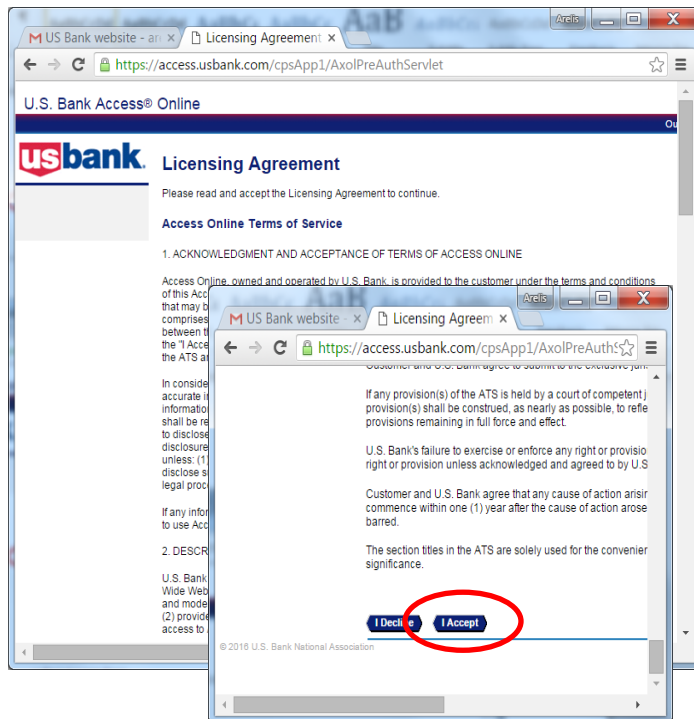
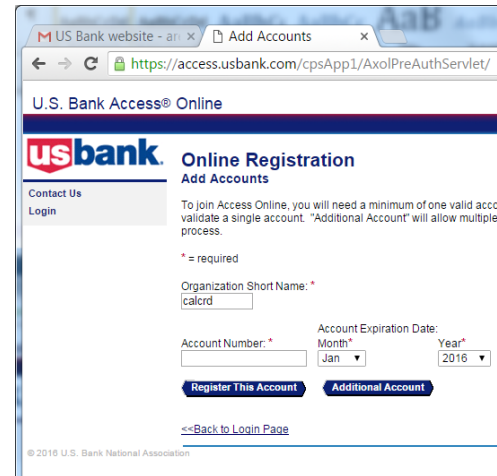
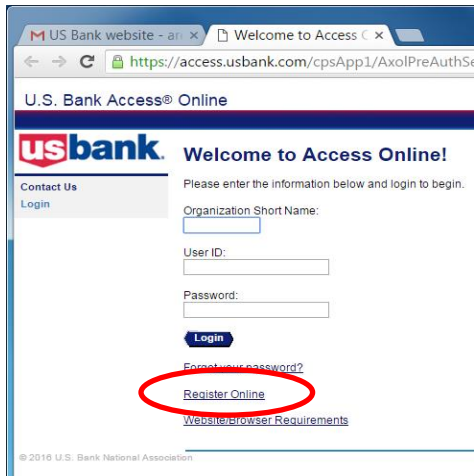
Penalties: The improper use or continuous late submittal of the Cal-Card will be sanctioned with a 30-day suspension of privileges for the first offense. Future offenses will be suspension of the card for the remaining of the school year.

Cal-Card – On line Statements

Website: <https://access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>

Follow the instructions to register your Cal-Card. You'll have access to view your charges up-to-date and print statements right away.

You'll need three pieces of information: Organization Short Name is: **calcrd**. Account # and Expiration Date.



Setup your username, password, and other information.

You should be ready to go!