



CalCard SOP

Allowable

District Policy Statement:

The purpose of the Cal-Card is to provide convenience in making approved travel and conference arrangements and to facilitate small purchases for amounts less than \$100. Here are some basic guidelines for usage:

Supplies – (Object 43xx items)

Items needed quickly – locally available or purchased online. Each item must be less than \$500, and have no need of tracking for future reference

Conference Costs – (Object 5200)

- When Purchase Orders are not accepted
- On-line arrangements
- Hotel Reservations
- Meals must include itemized receipts and a copy of the Travel & Conference reimbursement form as part of the paperwork. Meals should be purchased for the cardholder only, however, if meals are purchased for individuals other than the cardholder, names and reimbursement forms must be included. The IRS per diem rates apply to Cal-Card meals, and tips cannot exceed 15%

Food Purchases – (Object 43xx)

- If working meals are provided (in-service day, staff development, etc.), an agenda and a sign-in sheet must be attached to the Cal-Card statement, along with the itemized receipt.
- If a vendor sets up the food at your site, it's considered a cater (object 5800), which is **NOT** an allowable Cal-Card expense. This service should be done through a Purchase Order. (see services below)
- Meetings may include coffee, water, and a single snack. Include the agenda and sign-in sheet with the receipt

Not Allowable

District Policy Statement:

- 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 per unit. 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 (Never allowed)

- Christmas and other Holiday Cards
- Flowers and corsages
- Luncheons
- Staff Apparel
- Staff appreciation gifts

Gasoline

- Personal vehicle usage should be reimbursed through a mileage reimbursement form.
- Gasoline for a District vehicle or rental vehicle may be purchased with your Cal-Card with appropriate documentation

Alcohol (never allowed)

- Alcoholic drinks purchased with an allowable meal are not allowed. Please purchase alcoholic drinks separately rather than reimbursing the District to avoid future questioning

Categorical Approval Process

Categorical expenses must have approval from the State & Federal Director. Please attach pre-approvals and any backup to your month-end report to speed up the review/approval process. Approval is required before and after the purchase is made. If the categorical funds are denied, site general funds account will be used

Timeliness of Submission

Our agreement with US Bank guarantees payment of the total district statement (all Card-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 A/P office.

For your convenience, below are the instructions to have online access to your statement. Print your statements right away to have enough time to meet the submission deadline.

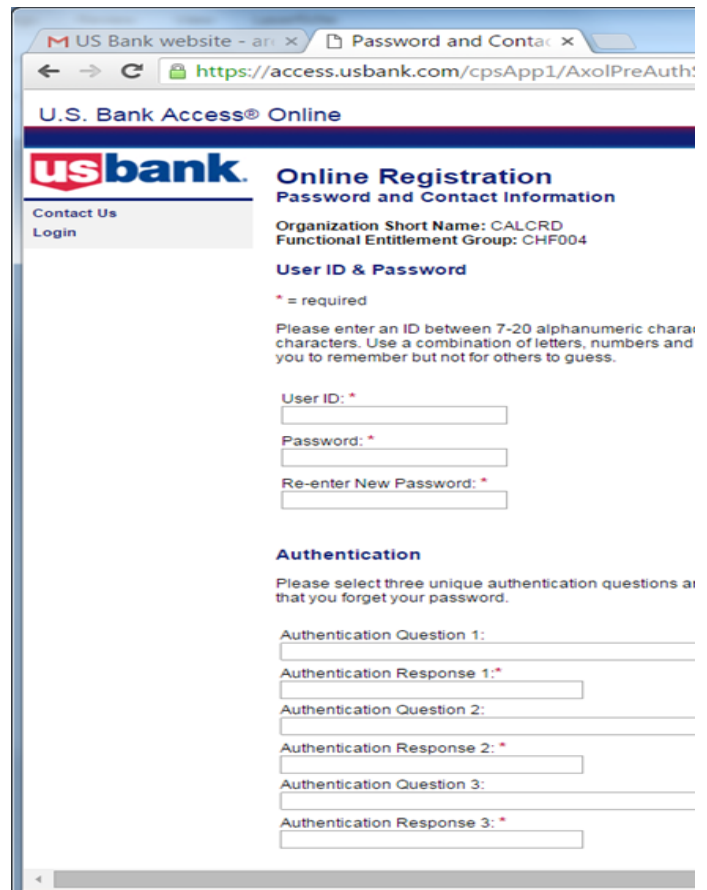
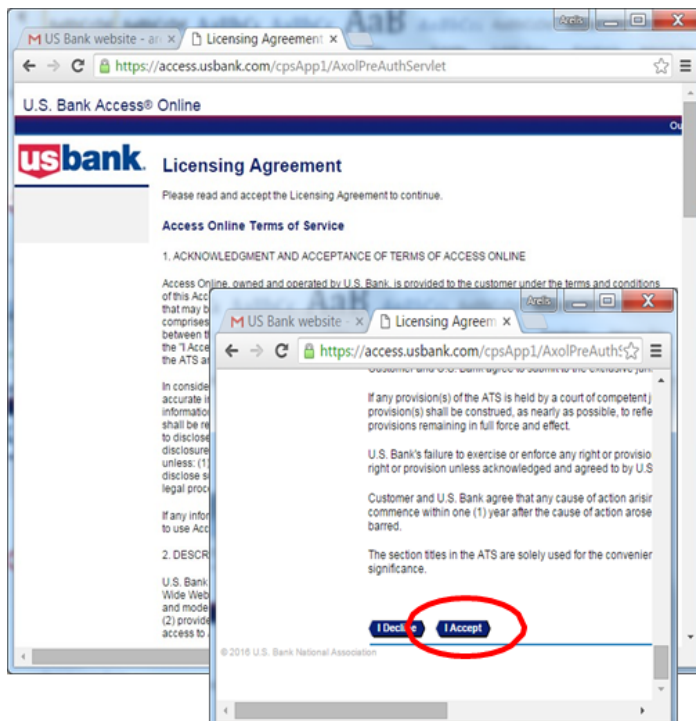
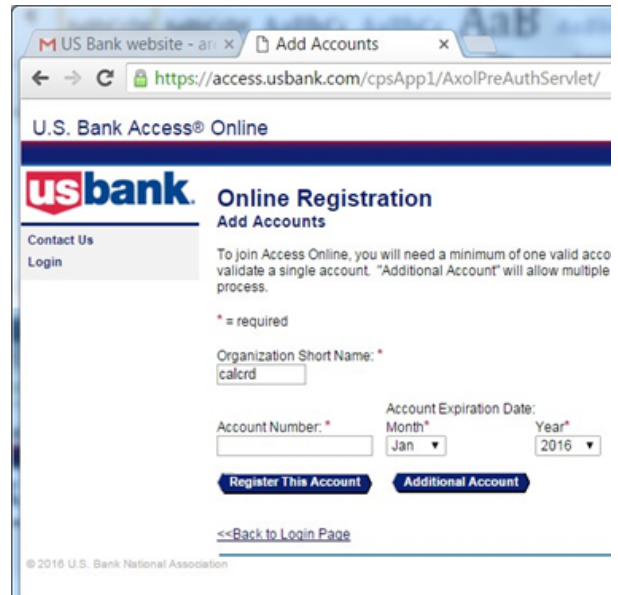
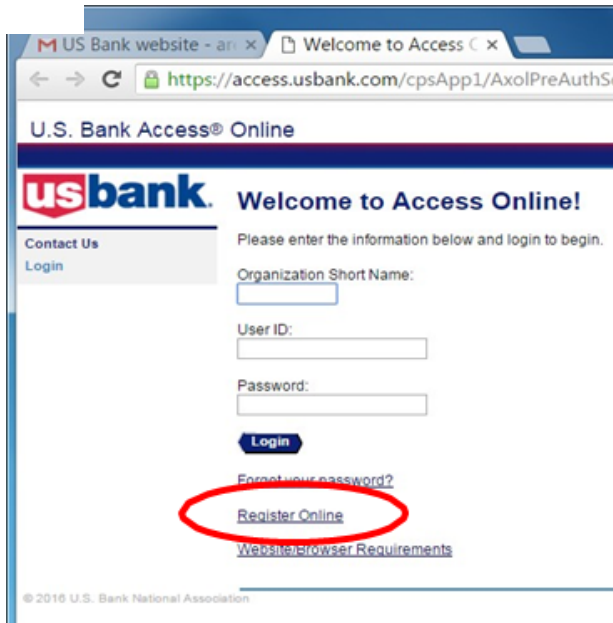
Penalties: The improper use or continuous late submittal of the Cal-Card will be sanctioned with a 30-day suspension of privileges for the first offense. Future offenses will be suspension of the card for the remainder of the school year

CAL CARD ONLINE 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!