I.   Cal-Card Program Overview

A. Introduction

Sacramento City Unified School District's (The District) Cal-Card program is designed to provide an efficient means of making Petty Cash purchases at the school site and department level for supply transactions, (4000 series Object Codes and postage 5911 Object Code).

Reference Petty Cash Manual, ACC-W043.

The District's Cal-Cards ar

State law strictly prohibits the purchase of gifts with public funds. However, certain recognition awards have been deemed allowable by our governing board. These itemnds.3 0 Td.17)Tj-0.002

Field trip entrance fees/tickets

Travel (airfare, lodging, transportation, registration fees) – A fully approved Travel Request Form (ACC-F014) is required PRIOR to making any travel arrangements or prepaying any travel related expenses. Submitting a C 0.002 Tw 0.232 0 0 Tw 0.232 03.9 d (a)3 (tio)3.2 (n)T.

V. User Responsibilities

A. Cardholder Responsibilities

While full liability rests with the District for immediate payment, the cardholder assigned to each card is responsible for all purchases. Intentional misuse/abuse of the Cal-Card may result in immediate revocation of privileges. Cardholders may also be financially liable for unauthorized purchases. **The Cardholder is the sole authorized user of the card. Other individuals may not use the card.**

1. Complete and sign the Cal-Card Application Form and agree to comply with the policies and procedures set forth by the program.
2. Security and safekeeping of the physical Cal-Card, account number and expiration date. Cardholders alone are the only authorized users of their Cal-Card and should make every effort to ensure suppliers do not have their credit card on file for security reasons. Some websites encourage or prompt cardholders to save credit card information in their profiles for ease of use. Cardholders should opt not to utilize this function to minimize potential fraud risk in an event that the vendors systems are breached or compromised.
3. Card activation with the issuing bank
4. Appropriate use of the card and compliance with all Cal-Card policies and procedures including:
   (a) Reviewing Cal-Card Program Policy Manual
   (b) Reviewing appropriateness and allowability of purchases
   (c) Ensuring availability of funds prior to executing transactions
   (d) Complying with all restrictions, prohibitions listed in sections III and IV.
   (e) Reviewing each transaction for validity, assigning the appropriate budget string, and attaching detailed itemized

Upon approval of application, the Program Administrator will order the Cal-Card from U.S. Bank9 (.136 0 Td(from)TpTw 3.d(U.S(d)TJ0 Tc 0 Tw 1.948 0T

> ⚠ The cardholder is the only person entitled to use the card and the card must not be used for personal purchases. Each card is permanently linked to an individual employee, as such; the card may transfer with the cardholder to a new location. The individual card may not be transferred from one employee to another.

1. The transaction amount exceeds set limit
2. The transaction amount exceeds the remaining balance of total monthly spending limit.
3. The Merchant Category Code (MCC) is restricted. Transactions outside the established parameters will automatically be declined at the point of sale.
4. The card has expired
5. The card has been suspended or terminated due to non-compliance.
6. The cardholder or merchant transposed the card account number, entered an incorrect expiration date, cvv number, or billing address.

Cardholders may contact the Program Administrator to determine the reason a purchase was declined at the point of sale. These mechanisms for declining purchases are meant to protect the cardholder, and the District.

VIII. Exceptions to Spending Limits

On occasion, cardholders may need a temporary change of the single purchase limit or monthly credit limit from the original pre-authorized limits. All requests for changes in credit limits must be in writing using the Limit Increase and Exception Request Form and be approved by the Approving Official, Director of Accounting, and Chief Business & Operations Officer. Once the appropriate and authorized approvals are obtained, the request is submitted Program Administrator for processing.

IX. Cardholder Account Maintenance

A. Card Renewal
New cards are automatically reissued to all active cardholders in good standing. The card expires on the last calendar day of the month listed on the card. Cal-Cards are good for a four-year period. A renewal Cal-Card is mailed directly to the Program Administrator, who will contact the cardholder and coordinate arrangements for pick up by the cardholder. The cardholder is required to turn in the expired card prior to receiving the new card. New cards will only be issued to cardholders who are

current with the procedures established by the District.

B. Department/Location Changes

Location changes and other changes should be reported to the Program Administrator as soon as changes are known. This ensures the bank information is updated and statements can be mailed to the cardholder's new location.

C. Termination/Cancelation of Card

A card may be terminated or canceled when:

The cardholder is no longer in an approved cardholder position

The cardholder is no longer employed at the

2.

XI. Statement Reconciliation

A. Statement Cycle
The statement period ends on the 6th day of each month, or the first business day thereafter. The bank will mail the cardholder statement to the cardholder's site address. The statement may also be obtained online by registering with U.S. Bank Customer Service. Statements are available online 24 to 48 hours after the statement cycle ends.

B. Monthly Statement Reconciliation
Cardholders are responsible for monthly reconciliation of their card statements. Reconciling itemized receipts to transactions reported on the monthly statement ensures that all purchases have been reported; any credits have been received; and provides the opportun(tr)-0.State mac   e   c   Te   v2

It is the Approving Official's responsibility to address cardholders about questionable transactions and ensure all supporting documentation is included in the reconciliation packet (statement and receipts).

4. After review and signature is obtained by the Approving Official, the cardholder will be responsible for the creation and submission of a Petty Cash requisition (Y-req.), to include the signed statement and itemized receipts attached.

5. Upon submittal of the Petty Cash requisition, the entire reconciliation packet is to be mailed via Intra-District mail to General Accounting, Box 802A or scanning the entire packet (including itemized receipts) to calcard@scusd.edu

XII. Form Examples

Cal-Card Application Form   Exhibit A

Cal-Card Purchasing Cardholder Agreement – Exhibit B

Cal-Card Limit Increase and Exception Request Form – Exhibit C

Cal-Card Monthly Transaction Log – Exhibit D

Cardholder Statement of Questioned Item – Exhibit E

Missing Receipt Form – Exhibit F

"EXHIBIT B"

Sacramento City Unified School

_____   _____

"EXHIBIT C"

Sacramento City

"EXHIBIT D"

Sacramento City Unified School District

Cal-Card Missing Receipt Form

This form is to be used only if the actual receipt, invoice, or internet order confirmation is not available for a specific transaction purchased with Sacramento City Unified School District's Cal-Card. Use of this form in lieu of an actual receipt should be a rare exception. This form must be filled out completely and signed by the cardholder and approving official.

Cardholder Name: _____**School/Department**: _____

DETAILS AND EXPLANATION REGARDING LOST RECEIPT
Provide a detailed description (dates and times) of steps taken to obtain original receipt, replacement receipt.

Merchant Name: _____
Merchant City/State: _____**Merchant Phone:** _____
Date of Purchase: _____

Item(s) Purchased	Purpose / Description	Amount
		$