



VISA CAL-CARD PROGRAM

VISA credit cards are issued under the government **Cal-card** program to SLOCOE employees based on Superintendent approval and program need. Strict guidelines govern the use of these credit cards, which are to be used for purchases which cannot be completed with open purchase orders. Refer to guidelines issued with each card for specific questions that come up, or contact SLOCOE's Buyer at x218. Credit card purchases can be made only by authorized users.

Use of Cal-cards

- 1.** Instructions for activating new Cal-cards are provided with the card.
- 2.** New card holders must sign and return the Cardholder Agreement (last page of the credit card manual issued by Business Services to authorized cardholders).
- 3.** Credit card use must adhere to SLOCOE purchasing policies.
 - Cards are **not** to be used to purchase equipment (computers, printers, TVs) or services. (Exceptions made only with prior approval by Business Services.)
 - Itemized receipts for all purchases are to be kept and submitted monthly with a summary and bank statement. Meal expenses should include receipts and meeting agendas or proof of attendance.
 - Cal-cards are **not** to be used for personal purchases. (Receipts co-mingled with personal expenses will not be accepted).
 - If a card is lost or stolen, or if fraud occurs, it is the **cardholder's responsibility** to notify the bank (# on back of card) and SLOCOE's Buyer (782-7218).
 - Monthly summaries, downloaded for cardholders each month, must be submitted no later than the third week of the following month, with the following elements completed: Description and Purpose of Purchase (flyers may be attached), Budget Code, Itemized Receipts (or Missing Receipt Form), Cardholder Signature, and Supervisor's Signature.
 - For items that are shipped, it is helpful to notify staff in MOT (x250 or x251) regarding the expected delivery.
- 4.** Cal-card users may create a log-on ID and password for accessing their accounts at <https://access.usbank.com>. The organization short name for this is calcrd.
- 5.** Contact the Buyer at x218 if you have problems or questions.