



Paso Robles Joint Unified School District

State of California CAL-Card Purchasing Card Program

Procedures Handbook

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OVERVIEW

This handbook provides the guidelines that have been determined to be standard Policy and Procedures for this Purchasing Card Program. The Policy and Procedures apply to all cardholders of District Purchasing Cards. **Please read it carefully!**

The State of California CAL-Card Purchasing Card Program is contracted through U.S. Bank I.M.P.A.C. Government Services Visa Purchasing Card Program and is to be used only for Paso Robles Joint Unified School District (PRJUSD) business.

Purchasing Cards are issued by the Business Department on an approval basis. The Purchasing Card Program Agency Program Coordinator (APC) is the Chief Business Officer.

The program is not intended to avoid or bypass appropriate purchasing or payment procedures established by PRJUSD. Rather, the program complements the existing processes available. All purchases must comply with current PRJUSD purchasing standards.

The Purchasing Card you will receive will have your name embossed on it. **It is for your use only – no member of your staff, your supervisor, your family, or anyone else may use your Purchasing Card.**

You are responsible for the security of your card and the transactions made with the card. The Purchasing Card is for District use only. The use of the Purchasing Card for personal charges is **strictly prohibited**. The cardholder is ultimately responsible for all purchases made on his or her card.

The District has the right to revoke Purchasing Cards for any reason and at any time.

Using the Cal card is a privilege. First incident of late reconciliation is a warning. The second offense is grounds for termination of the card.

Your signature on the enclosed Purchasing Card Application and Agreement indicates that you understand the intent of the program and agree to adhere to the Policy and Procedures established for the program.

TO OBTAIN A CARD

1. **Please read the Policy and Procedures handbook before requesting your Purchasing Card.** This handbook provides the information about the process, types of purchases that can and cannot be made, records that must be maintained and reconciled monthly, and other program requirements that you will be required to adhere to.
2. After you read and understand the Policy and Procedures outlined, **complete the enclosed Purchasing Card Application and Agreement.** All requests will be processed through the Business Office.
3. Your new card will be sent directly to the Business Office. The card will be activated; then you will be contacted to pick up your new card and sign for it.

4. When you receive your card, sign the back of the card and always keep it in a secure place! Although the card is issued in your name, it is the property of the District and is only to be used for District purchases as defined in this document.

EXAMPLES OF WHEN THE PURCHASING CARD MAY BE USED

- The Cal Card can only be used for purchases that adhere to the reimbursement procedures to eliminate paying out of pocket for these purchases.
- Travel expenses for hotel, airline, and conference registrations
(Travel and Conference must always be pre-approved on a Workshop Claim Form. Fiscal Services also has the ability to charge travel expenses with an approved Workshop Claim form.)

EXAMPLES OF WHEN THE PURCHASING CARD MAY NOT BE USED

- Any purchase where a purchase order could have been used.
- Any contracted work of any kind, including consulting, professional services, repair or maintenance contracts, assemblies, or construction or public works contracts
- No splitting of purchase to circumvent the purchase card limits
- Equipment (any small equipment purchases must have prior approval from the CBO)
- Alcoholic Beverages or tobacco
- Technology or software (small technology purchases must have prior approval from the CBO)
- Rental or lease agreements, or contracts
- Cash advance, wire transfer, money order, traveler's checks
- Memberships or subscriptions
- Personal charges are not allowed on your PRJUSD credit card
- Fines, Fees, etc.

* The Chief Business Officer may place additional restrictions on the types of items that may be purchased with the card as deemed necessary.

****Remember** – in many cases the District has access to substantial discounts that are not available to individuals in a retail store. Be mindful of high shipping charges when placing orders on your Cal Card. Always consider the purchasing requisition process to maximize savings.

SOME BUILT-IN RESTRICTIONS

Each card will be assigned an individual **30-day credit limit of \$2,500.00**. If you find that these limits are too low to accommodate your requirements during a specific time period, please contact the Chief Business Officer for a temporary increase. Please provide a written request to the Chief Business Officer with justification for the increase. U.S. Bank I.M.P.A.C. Government Services will not change your credit limit without the approval of the Chief Business Officer.

In addition, **no individual transaction may exceed \$900 in value** (including taxes and any shipping charges). If you have an unusual, one-time transaction that will exceed the limit, you will need to request a temporary Purchasing Card limit increase. **E-mail your request to the Purchasing Manager with a cc: Chief Business Officer with an explanation of the need for increase, the amount requested, and the dates affected. Upon approval from the Chief Business Office, the Purchasing Manager will set the temporary increase.**

INSTRUCTIONS FOR USE

1. Decide what you need to purchase, and ensure the purchase is within budget.
2. Get approval to make the purchase.
3. Contact the supplier from who you want to purchase the item (phone, visit, fax, mail, website).
4. Place the order with the supplier, using your Purchasing Card. Give the supplier delivery instructions for your shipment. Delivery instructions must include your name, school site, address and telephone number. Do not have the order shipped to the District Warehouse. Tell the supplier you **must have an itemized receipt!**
5. Receive your shipment. Verify that you received what you ordered and that the shipment is complete. Keep all receipts and/or packing slips.
6. If there are any discrepancies in your order (wrong item received, missing or damaged items, etc.) you will need to contact the vendor for a replacement. Any discrepancies not resolved before the statement is printed need to be flagged as a discrepancy on your statement (refer to the "If Your Records Don't Agree with your Statement" section).

BUDGET

Purchasing Card expenditures are not necessarily itemized in the budget. **It is the cardholder's responsibility to be certain that Purchasing Card expenditures are within budget limitations.**

RECEIPTS

It is required that you retain all original itemized receipts for goods and services purchased. As you make your purchases, keep all original receipts in a file or envelope. Your monthly statement must be submitted with these receipts. If you are missing a receipt you will need to obtain a duplicate receipt from the vendor. If you are unable to obtain a duplicate copy, you are required to complete a *Cal-Card Missing Receipt Form* (attached).

MONTHLY STATEMENT

Each cardholder will need to download their monthly statement identifying all transactions made against the card during the previous billing cycle. The statement closing date is the 22nd of each month. The statement will be available online the following day. The statement can be downloaded on the 23rd of each month. Refer to page 7, online access, for information regarding online registration. **Each statement must be reconciled and submitted to the Fiscal Services Department by the 5th of the following month with the required information as follows:**

1. Reconcile the statement with your receipts to ensure that all charges are accurate and were authorized by you.
2. Complete a *Monthly Bank Card Log* with the following information:
 - a. Date of Purchase
 - b. Vendor Name
 - c. Description and Account Code to be charged
 - d. Dollar Amount
 - e. Indicate if sales tax was charged
3. Sign and date the statement. **Tape the original itemized receipts to a blank sheet of paper then attach to the statement.** If applicable, include approved *Workshop Claim Forms*, meeting announcements, agendas, and completed conference registration forms as backup documentation to substantiate the charges. **Obtain supervisor's approval** and forward entire package to the Fiscal Services Department/**Accounts Payable**.

Using the Cal card is a privilege. First incident of late reconciliation is a warning. The second offense is grounds for termination of the card.

IF YOUR RECORDS DON'T AGREE WITH YOUR STATEMENT

There may be occasions when items on your statement do not correlate with your retained receipts. You may not have authorized the transaction, the amount of the transaction may be incorrect, or you may have a quality or service issue.

1. Your first recourse is to contact the supplier involved to try to resolve the error. If the supplier agrees that an error has been made, he/she will credit your account. Have the vendor provide a receipt for the credit or written verification that the account will be credited. Highlight the transaction in question on your statement. Make a note on the statement that the vendor has agreed to provide a credit of "x" amount. The credit should appear on the next month's statement, and your credit receipt or written notice of credit should be attached to that next statement on which the credit appears.
2. If the supplier does not agree that an error has been made, you will need to dispute the charge with the bank. Highlight the disputed charge(s) on your statement with a note that the charges are disputed. Fill out the attached *I.M.P.A.C Program Cardholder Statement of Questioned Item (CSQI)* form and attach it to your statement. The dispute will be filed online by the Fiscal Services Department. A credit for the disputed amount will be issued by the bank on your next statement until the dispute is resolved.

3. Any transaction you wish to dispute must be identified and disputed within 60 days, but preferably before the statement is paid. Disputes will then be resolved by U.S. Bank within 90 days.

LOST OR STOLEN CARDS

1. If your card is lost or stolen, or if you believe your account number has been compromised in a fraudulent manner, contact the Purchasing Manager immediately 805-769-1000 ext. 30250 to have the card terminated. If the card is lost or stolen after hours, contact U.S. Bank Customer Service directly at (800) 344-5696 and e-mail the Chief Business Officer.
2. Upon notification of a lost or stolen card, further use of the card will be blocked. Quick action in these circumstances can reduce your liability for fraudulent charges. A new card may be issued. Once received by the Chief Business Officer, you will be contacted to pick up and sign for your new card.

U.S. BANK CUSTOMER SERVICE

Customer Service (inside U.S.)
24 hrs/day, 7 days/week..... (800) 344-5696

Customer Service (outside U.S.) (701) 461-2010 (collect)

Note: These phone numbers are also listed on the back of your card.

ONLINE REGISTRATION

Each cardholder needs to register for online access to their credit card account information. Visit this link online:

<https://access.usbank.com/cpsApp1/AxolPreAuthServlet/logout.do?requestCmdId=logoutSuccess>

- Click “register online” to set up your login information. Enter the following information:
- Organization Short Name: CALCRD
- Account Number: Enter your 16-digit Cal Card (credit card) Number
- Enter the month and year of the expiration date
- Create a User ID, password, and complete all the required fields during the registration process, using your business phone number and e-mail address. **The following District address is to be used**, not the school’s address or your home address: 800 Niblick Road, PO Box 7010, Paso Robles, CA 93447-7010

Keep your log-in information in a secure location. Log-in information is not to be shared. Once registered, this online access will be used to download your monthly statement, view your pending transactions, check your available credit limit, etc.

QUESTIONS?

Contact: **Caty Ecklund, Director of Fiscal Services, ext. 30108, clecklund@pasoschools.org**
Brad Pawlowski, Chief Business Officer, ext. 30106, bpawlowski@pasoschools.org
Christina Bennett, Purchasing Manager and Cal-Card Administrator, ext. 30250, cmbennett@pasoschools.org

I.M.P.A.C. PROGRAM - CARDHOLDER STATEMENT OF QUESTIONED ITEM

(Please print or type in black ink.)

Cardholder Name (please print or type)

Account Number

Cardholder Signature

Date

(Area Code) Telephone Number/Ext.

The transaction in question as shown on Statement of Account:

Transaction Date	Reference Number	Merchant	Amount	Statement Date
_____	_____	_____	_____	_____

Please read carefully each of the following situations and check the one most appropriate to your particular dispute. If you have any questions, please contact us at 1-800-227-6736. We will be more than happy to advise you in this matter.

- 1. UNAUTHORIZED MAIL OR PHONE ORDER**
 I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.
- 2. DUPLICATE PROCESSING – THE DATE OF THE FIRST TRANSACTION WAS _____.**
 The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.
- 3. MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF _____.**
 My account has been charged for the above transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. (Please provide a separate statement detailing the merchant contact, and the expected date to receive the merchandise).
- 4. MERCHANDISE RETURNED IN THE AMOUNT OF \$ _____.**
 My account has been charged for the above listed transaction, but the merchandise has since been returned.
Enclosed is a copy of my postal or UPS receipt.
- 5. CREDIT NOT RECEIVED**
 I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. (Please provide a copy of this voucher with this correspondence).
- 6. ALTERATION OF AMOUNT**
 The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount for which I signed. The difference of amount is \$ _____.
- 7. INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE**
 I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a Statement of Questioned Item Form must be provided and will include the copy of the sales draft if a further dispute exists. If a copy of the sales draft cannot be obtained, a credit will appear in my account.
- 8. COPY REQUEST**
 I recognize this charge, but need a copy of the sales draft for my records.
- 9. SERVICES NOT RECEIVED**
 I have been billed for this transaction. However, the merchant was unable to provide the services.
 Paid for by another means. My card number was used to secure this purchase, however final payment was made by check, cash, or another credit card. (Enclosed is my receipt, canceled check (front and back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means).
- 10. NOT AS DESCRIBED**
 (Cardholder must specify what goods, services, or other things of value were received). The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in their complaint).
- 11. IF NONE OF THE ABOVE REASON APPLY-PLEASE DESCRIBE THE SITUATION:**

(Note: Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper, if necessary, and sign your description statement).

ATTACH THIS FORM TO YOUR STATEMENT ALONG WITH ANY SUPPORTING DOCUMENTATION AND SEND TO THE FISCAL SERVICES DEPARTMENT. THE DIRECTOR OF FISCAL SERVICES WILL FILE THE DISPUTE ONLINE WITH US BANK.

Date of Purchase: _____

Vendor Name: _____

Reason you were unable to obtain detailed receipt/invoice:

Description of Service:

(If meal receipt, indicate which meal & list individual(s) the receipt covers.)

Dollar Amount: _____

The Purchasing Card is a convenience for the user. Failure to follow the Cal Card Procedures outlined in the handbook can result in revocation of your Purchasing Card. Goods/Services obtained with the Purchasing Card are auditable expenditures. If proper documentation is not obtained, the cardholder may be held responsible for the expense.

Cardholder Signature: _____ Date: _____

Approving Officer Signature: _____ Date: _____

MONTHLY BANK CARD LOG FOR SUPPLIES
Paso Robles Public Schools

Transactions for the Month of: _____ Site: _____

Cardholder: _____ Signature: _____

Signature

Please Print Name

Approving Official's Signature: _____

Date	Vendor	Description, Account #	\$ Amount of Receipt	Was Sales Tax Charged on Receipt?
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
TOTAL.....			\$0.00	
			(Must agree with statement)	

Directions:
 1. Complete log, attach receipts to log
 2. Reconcile Account (Does the log total agree with statement?)
 3. Sign log and Statement
 4. Forward log, statement, and receipts to approval officer within three days of receipt of your statement

PURCHASING CARD APPLICATION AND AGREEMENT

Please read the terms stated below and sign. Return the signed original to the Chief Business Officer.

I agree to use this card only for actual and necessary business expenses incurred by me and only me as cardholder in accordance with the PRJUSD Purchasing Card Procedure Handbook and all business policies related to the use of District funds. I understand and acknowledge that use of the card may not be delegated to anyone other than myself as cardholder.

I have read the PRJUSD Purchasing Card Procedures Handbook and agree to abide by the Procedures contained therein. I acknowledge that use of this card for any other purpose other than PRJUSD approved business expense is prohibited and is grounds for disciplinary action by the District.

I agree to surrender the card immediately upon resignation, retirement, termination, or upon request of an authorized representative of PRJUSD, Business Office. I understand that use of the card after privileges are withdrawn, are prohibited.

If the card is lost or stolen, I will immediately notify U.S. Bank Customer Service by telephone and the Chief Business Officer. I understand that failure to promptly notify the issuing bank of the theft, loss or misplacement of the card could make me responsible for any fraudulent use of the card.

I agree to submit reconciled monthly statements, with required backup and signatures as stated in the Procedures Handbook, to the Fiscal Services Office by the 5th of each month. I understand using the Cal card is a privilege. The first incident of late reconciliation is a warning. The second offense is grounds for termination of the card and possible grounds for disciplinary action by the District.

I understand that I must reimburse the District for any purchases that I make that are not approved by the District or which do not comply with the terms of the PRJUSD Purchasing Card Procedures Handbook.

I, (printed name of cardholder) _____, have read the District's Purchasing Card Program Procedures Handbook and agree to abide by them upon acceptance of a Purchasing Card issued to me, and that revocation of card authorization will have no effect on obligations outstanding as of the date of revocation.

Signature: _____ Date: _____ Site: _____
(cardholder signature)

Signature: _____ Date: _____ Site: _____
(approving official signature)

Application approved by
Chief Business Officer: _____ Date: _____

Purchasing Card number: _____ Expiration date: _____ Cardholder signature, acknowledging receipt of purchasing card: _____ Date: _____
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