

USING A YOLO COUNTY OFFICE OF EDUCATION CAL CARD

The County Superintendent authorizes the issuance of credit cards to specified employees. Yolo County Office of Education (YCOE) credit card purchases are for official business only and must comply with established purchasing policies.

Authorized credit card holders shall use discretion when using a YCOE credit card. Whenever possible, purchases made by purchase order shall take precedence over purchases made by credit card. For employees who have been issued a CAL Card, it is expected that the CAL Card will be utilized with precedence over personal credit cards.

YCOE uses the State of California's purchasing card program, CAL Card. Through a state Master Service Agreement, U.S. Bank provides YCOE's Visa bankcard services. A YCOE CAL Card program administrator administers the CAL Card program. The program administrator sets the maximum dollar amount for single purchases and a total for all purchases made within a given billing cycle. The immediate supervisor is the approver assigned to each cardholder.

Upon completion of training provided by the program administrator, employees are issued CAL Cards in their individual names; however, all charges incurred are the liability of YCOE.

CAL Cards are not for personal use and shall not be used to purchase alcohol, tobacco, and other purchases that are prohibited by program contract requirements.

Each cardholder receives a monthly statement of all purchases made during a billing cycle. The billing office (accounts payable) also receives a monthly report of total purchases made by cardholders. The consolidated invoice is sent to Business Services, Accounts Payable. Fraudulent or other unauthorized charges shall be immediately brought to the attention of the internal business department.

CAL Card usage will be suspended from June 15-June 30 in preparation for the end of the fiscal year.

Procedure

1. Business Services issues CAL Card to employee only after the following conditions are met:
 - a. Associate Superintendent of Administrative Services approves request
 - b. Spending limits are established
 - c. Training is provided to the employee by the program administrator
2. Each user department prepares purchase order for U.S. Bank, indicating budgets to be charged for CAL Card purchases.

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Note: This purchase order is for encumbering purposes only and will not be mailed to U.S. Bank or used for CAL Card payments.

3. Employee using CAL Card obtains receipt after each card use. When authorized to purchase over the Internet, a copy of the transaction “print screen” indicating the item(s) purchased and total cost must be provided. When the credit card is used to purchase meals for individuals or groups of business associates, the receipt should indicate the names of the individual or business associates and the purpose of the meeting.

Note: Failure to have a purchase order in place prior to purchase, failure to provide itemized receipts or failure to forward the Cardholder Statement of Account to Business Services, Accounts Payable, within the established timeline may result in suspension of credit card usage and/or payment of goods with personal funds.

4. Employee forwards Cardholder Statement of Account with accompanying receipts and purchase orders to approver by the 5th day of the month following the statement date.
5. Approver submits to Business Services, Accounts Payable, the Approving Official Summary, Cardholder Statements of Account with itemized receipts, and purchase order for all cardholder accounts under his/her jurisdiction, by the 10th day of the month following the prior month’s end-of-billing cycle.

Note: Failure to submit required documents to Business Services by the due date may result in suspension of CAL Card privileges.

6. Business Services, Accounts Payable, processes CAL Card invoice for payment after balancing the totals of all required documents and makes payment to U.S. Bank.

Using a merchant revolving credit card (Wal-Mart, Home Depot, etc).

All policies are identical for merchant revolving credit cards as they are for CAL Cards.

For cards that are shared among departments for purchases (without being issued with a specific employee name printed on the card) a 10-business day check out process applies. To check out the card, an employee must present a valid purchase order to internal business services and personally sign the check-out log to take possession of the card.