

BUTTE SCHOOLS SELF-FUNDED PROGRAMS

POLICIES & PROCEDURES MANUAL

Subject: **CAL-CARD PROGRAM**

Section: **2.6**

The Butte School Self-Funded Programs will provide a CAL-Card VISA for the Executive Director, subject to the following terms and procedures:

Cardholder:

Each purchase receipt must be retained. If Internet purchases are made, printouts of the order or email receipt/confirmations must be retained. The cardholder receives the monthly CAL-Card invoice, verifies purchases and attaches receipts to the invoice. If a receipt is lost, a lost receipt report is to be submitted with the invoice. The invoice and related receipts are forwarded to the accounts payable clerk.

Three lost receipt report in a fiscal year may suspend purchasing privileges using the Cal-Card program.

All disputes or corrections to invoices are to be noted and reported immediately. The cardholder completes a CSQI form and faxes it to US Bank. A copy of the fax confirmation is to be retained with the dispute form (CSQI).

All purchases made with the CAL-Card must be made by the cardholder only. The cardholder is responsible for the security of the card and all transactions made with it.

The CAL-Card must not be used for personal purchases. If personal purchases are made, the situation may be handled as a misuse of government funds.

The CAL-Card can be used almost anywhere a VISA card is accepted.

The Cal-Card shall not be used by the cardholder for any of the following:

- Cash advances
- Rental or lease of land
- Gambling, betting
- Alcohol or tobacco products
- Weapons or firearms
- Securities, insurance
- Political or religious organizations
- Tax payment
- Court costs, fines, bail, or bond payments
- Equipment rentals
- Consultant and contract services
- Personal expenses

Accounts Payable Clerk:

Upon receipt of approved cardholder invoice, verify all receipts and appropriate documentation is attached.

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All cardholder invoices and dispute notices are to be reconciled with the monthly approving official summary invoice and sent to the approving official prior to payment.

Following approval, the accounts payable clerk processes payment.

Approving Official:

The primary approving official is the President. The secondary approving official is the Vice-President. The approving official is to review the official summary invoice and disputed transaction report to note that all requisitions and receipts are attached, timely resolutions to disputes are processed, and appropriate items are purchased from appropriate vendors.