



Employee Purchases: Reimbursement & Cal Card Handbook

Employees are not authorized to spend district funds without the prior authorization of their assigned administrator and in compliance with this handbook. It is the responsibility of the employee to thoroughly review and comply with this handbook prior to making any purchase, whether using personal funds for reimbursement or a district credit card, and regardless of funding source. Unauthorized purchases will be considered a personal expense and employees may be held financially liable. Allowable/unallowable purchases are outlined below.

All employee expense reimbursements and Cal Card purchases will be submitted through Concur. **Reimbursements should be submitted within 30 days of purchase date and must be submitted in the same fiscal year (July 1 – June 30 of each year).**

Reimbursements are made to employees only for pre-approved and allowable purchases. Reimbursements cannot be made to parents, PTA/PTO, or any other non-employee or organization.

The Purchasing Department is responsible for the purchase of supplies, equipment, services, and software. These items should be requested using the below procedures, with a Cal Card or reimbursement being used only in rare circumstances.

- a) First, check the [warehouse catalog](#). Items carried in the warehouse must be ordered on a warehouse requisition.
- b) Check the eProcurement marketplace through EqualLevel. Items available in the guided buying marketplace should be requested through the [eProcurement process](#).
- c) Items not available through option 'a' or 'b' are to be requested on a Purchasing Requisition (see your office staff for assistance).

The Cal Card and/or Reimbursement processes may only be used for the following types of expenses:

- Business Travel (airlines, hotels, transportation, meals, etc.)
- Refreshments when allowable per "Food" procedures below.
- Emergency/Urgent needs or purchases not specifically mentioned here require pre-approval from the Purchasing Director. Please plan ahead and submit orders in advance to take advantage of cost savings, competitive bids, and avoid last minute purchases.
- Please contact Purchasing Director if you have any questions or require support on a different expense than listed above

For directions on how to submit Cal Card reports or reimbursement requests, see the [Concur User Guide](#).

Contents

Employee Purchases: Reimbursement & Cal Card Handbook.....	1
Contents.....	2
Proof of Purchase Requirements.....	3
Allowable Purchases.....	3
Food.....	3
Tips / Gratuities.....	3
Employee Morale.....	4
Travel Reimbursements.....	4
Unauthorized Purchases.....	5
Furniture & Equipment - NOT allowable.....	5
Services & Contracts - NOT allowable.....	6
Technology - NOT allowable.....	6
Student Incentives- NOT allowable.....	7
Warehouse Stock Items- NOT allowable.....	7
Cal Card Policy & Procedures.....	8
To Obtain a Cal Card.....	8
Annual Acknowledgements.....	8
Built-In Restrictions.....	9
Instructions For Use.....	9
Budget.....	9
Monthly Statement.....	9
If Your Records Don't Agree With Your Statement.....	9
Lost or Stolen Cards.....	10
U.S. BANK CUSTOMER SERVICE.....	10
Online Registration.....	10
Questions?.....	11

Proof of Purchase Requirements

- A copy of the itemized receipt must be attached to the reimbursement request for every purchase. The receipt must include the name of the store/vendor, the date of purchase, subtotal, tax, and tip (if applicable). Order confirmations without proof of payment cannot be reimbursed. If your receipt doesn't show proof of payment, a copy of the credit card statement will be required. Do not submit online orders for reimbursement until all items have been received and paid for.
- Receipts must be in the name of the employee, when applicable, requesting reimbursement.
- Original receipts should be retained until after the reimbursement has been received. If the electronic copy is illegible the original may be required.
- Receipts are to include district purchases only and are not to be combined with personal purchases.
- If receipt is unavailable, you may submit a B-36, Reimbursement Itemization Form, along with proof of payment. This form must be signed by the Purchaser as well as the supervisor or designee, and must include itemization, descriptions, subtotal, tax, tip, if applicable, and total.

Allowable Purchases

Food

Funding: *Only compliant funding may be used for food. In general, federal funds should not be used for food. Typically, Basic (0200) or Donations (0801) may be used for light meeting refreshments. Check with Fiscal Services for any questions regarding allowable funding sources.*

Students

Non-nutritious foods including candy, cookies, donuts, chips, soda, ice cream, etc. are discouraged as student incentives/rewards. Please contact the Child Nutrition Department for healthy treat options. Non-nutritious food purchases may be approved only at the discretion of the site administrator. School staff shall be encouraged to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior ([5030 BP STUDENT WELLNESS](#)).

Staff / Business / Community and Parent Meetings

Food purchases require a documented business purpose, to be specified in the Concur notes. Meals also require an attendee list (submit a copy of calendar invite with meeting title and RSVP list or sign-in sheet with receipt). Staff / business lunches are not to exceed \$20 per person including tax and gratuity. Gratuity shall not exceed amounts listed below. No alcohol or tobacco products are allowable. Staff meetings are to be held on site.

Please encourage potluck style or BYOBB (bring your own brown bag) events to reduce food costs.

Tips / Gratuities

The Tip limits are as follows, calculated on the subtotal:

- Meals at a restaurant - not to exceed 20%
- Transportation such as UBER, LYFT, etc.- not to exceed 15%
- Food Delivery (including DoorDash or other food deliveries) - not to exceed 10%

Please review receipts for automatic gratuities to avoid “double tipping”. Please be aware that delivery vendors often charge additional service, handling, and delivery fees and it is often more economical to order the food for pickup.

Employee Morale

District funds intended to foster employee morale, dedication and loyalty toward constantly improving work performance and to raise awareness of the District brand in the community ([3300 BP](#)) may only be used for items that can be used in their job capacity (i.e. book, flash drive, pen, lanyards, t-shirt for purpose of school branding/marketing, etc.). Employee morale items should not exceed \$15 per person. Amounts exceeding \$15 per person are only allowed for branding apparel ordered through the Print Shop or with prior approval from Purchasing. **Items that do not serve an educational or business purpose cannot be purchased for employee morale** as that constitutes an illegal gift of public funds. Food or refreshments purchased for Employee Morale must document the business purpose and may not be used for parties or off-site social gatherings. **The District can NEVER purchase personal gifts such as gift cards, flowers, or personal cards, etc for staff.** Any gift items may be purchased directly by PTA/PTO only, not by the District.

Travel Reimbursements

[3350 BP TRAVEL EXPENSES](#), [3350 AR TRAVEL EXPENSES](#)

Travel Request:

Travel expenses must be pre-authorized via a Concur Request and within the financial constraints of the budget and consistent with the goals, priorities, and purposes of the district and the funding source. Out-of-state conferences must be Board approved. Employees may be personally responsible for travel expenses incurred before district travel is authorized.

Employees are encouraged to minimize costs while traveling on district business. Economy options should be utilized whenever possible. Travel accommodation upgrades such as early check-in, valet parking, upgrades, etc will require specific rationale prior to approval.

Travel Expenses:

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses. If an unexpected travel expense is incurred within an expense type that wasn't included on approved Travel authorization, an additional request is needed to allow reimbursement. Travel expense claims must be accompanied by an approved Concur Travel Request. Expense claims must list all participants included on receipt.

Receipts:

Itemized receipts must be submitted for all expenses and shall be reimbursed based on the time of day that travel for district business begins and ends. **The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities which exceed 20 percent, alcohol, entertainment, laundry, expenses of any family member or non-employee who is accompanying the employee on district-related business, personal automobile expenses other than mileage allowance, and personal losses or traffic violation fees incurred while on district business.** Whereas the original receipt is always preferred, if a receipt is misplaced or not legible, you

may submit a B-36 (Reimbursement Itemization Form) along with proof of payment. The form must be filled out completely including itemization, descriptions, subtotal, tax, tip, and total.

Fuel:

Fuel purchases for District vehicles are allowable when traveling on district business. Fuel purchases for personal vehicles are not allowed. These costs are included in your mileage.

Lodging:

Reservations are the responsibility of the employee traveling and may be made after the approval of the request.

Meals:

Actual costs for food will be reimbursed up to \$30 per day per person for meals within San Diego County and up to \$75 per day per person when traveling outside of San Diego County. Meals included in the registration fee may not be claimed for additional reimbursement. Itemized receipts and proof of payment are required for all reimbursable expense claims. Gratuity shall not exceed 20%. No alcohol or tobacco products are allowable.

Mileage:

Employee mileage shall be reimbursed at the current Internal Revenue Service rate (adjusted annually) for approved travel and conference attendance. Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for mileage when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

Transportation:

Transportation costs for travel may include air, shuttle, taxi, train, Lyft, and UBER, and parking, etc. Cash payments without a receipt will not be reimbursed. Tips for ground transportation may not exceed 15%.

Unauthorized Purchases

The following purchases are unauthorized purchases for employees to make and must be ordered through a warehouse requisition, eProcurement marketplace, or purchasing requisition. Any exception to these items must be received prior to the purchase, in writing, from the Purchasing Department. The written pre-approval must be attached to the reimbursement request or Cal Card Expense Report. Please contact the Purchasing Department with any questions on how to order these items.

Furniture & Equipment - *NOT allowable*

Furniture- NOT allowable

All furniture must be requested through the Purchasing Department and cannot be purchased directly by staff, including, but not limited to, desks, chairs, tables, cabinets, shelving units, soft seating (bean bag chairs, sofas, wobble stools, etc.) The district has standards for furniture to comply with CA laws. Furniture (new or used) is not to be purchased directly by staff or brought in from home.

Other Equipment- NOT allowable

All equipment (including, but not limited to, appliances, vacuums, tools, musical instruments, cameras, audiovisual, stereo/sound equipment, playground equipment, room dividers, etc.) must be requested on a purchasing requisition and cannot be purchased directly by staff unless written approval is obtained from the Purchasing Director in advance of purchase. All equipment over \$499 (including tax & delivery) needs to be

tagged for inventory. The District has competitive bids for many small equipment items that offer substantial cost savings.

Services & Contracts - *NOT allowable*

Services need to be requested via the purchasing requisition process and cannot be contracted for by staff. NO services can be paid with a Cal Card or by reimbursement. Employees may be held personally liable for contracts signed without proper authority. ONLY Cabinet members and the Purchasing Director have the authority to sign contracts.

The following are examples of services that require a purchasing requisition and are **NOT ALLOWED** as Cal Card or reimbursements:

- On-site services including, but not limited to, Assembly / Lecturer / Performer / Consultant, including food trucks (requires an Independent Contractor Agreement and board approval with your purchasing requisition)
- Admissions / Field Trips (submit your requisition early, at the time trip and transportation are reserved). Remember to also order lunches from Child Nutrition, if needed.
- Memberships or Dues (Requires rationale and pre-approval from administrator)
- Maintenance, Repairs & Construction Services (Submit a work order to Maintenance or Information Technology Services to initiate the contracting process)
- Warranties
- Subscriptions

Technology - *NOT allowable*

Accessories

Cables, chargers, mice, etc. should be ordered via a purchasing requisition. Please work with your IT representative if you are unsure of what is needed. Purchasing is unable to assist you with returns if you purchase an incorrect item on your own.

Equipment- *NOT allowable*

All equipment must be requested on a purchasing requisition and cannot be purchased directly by staff, including but not limited to: computers, printers, camera equipment, scanners, iPads, etc.

Printer (Ink/Toner) cartridges - *NOT allowable*

Purchasing has competitive bids in place for printer cartridges (ink/toner). All printer cartridges are to be requested through the eProcurement process in the 'Ink/Toner' store. Used cartridges are to be returned to Warehouse for recycling.

Software- *NOT allowable*

Software must be requested on a purchasing requisition and cannot be purchased directly by staff. This includes all online programs regardless of content such as subscriptions, downloads, and software delivered on tangible media (CD, USB, etc., apps for devices, etc.). **Free trials of software programs are not allowable** due to non-compliance with data protection laws and contractual complications when converting to a district-paid account. Any exceptions must be pre-approved by IT and purchasing.

Student Incentives- NOT allowable

Gift Cards- NOT allowable:

Gift cards must be requested on a purchasing requisition, and cannot be purchased by staff or on Cal Card. Gift cards for students (not staff or volunteers) can only be purchased for a specific purpose to support public education (i.e. attendance incentives, academic awards, use of grant funds designated for that purpose, etc.). The purpose of the cards must be documented when submitting the expense along with a list of students who received the gift cards. Gift cards are treated the same as cash and must be stored securely and distributed within the same fiscal year. Gift cards for student incentives should be a nominal value (\$15 or less). Gift cards specifically allowed by grant or donation funds should not exceed the amount specified in the grant. Gift cards should be for student appropriate stores and cannot be purchased for Vendors that sell alcohol and/or tobacco products (this includes grocery stores, Walmart, Target, etc.). Ideas for appropriate gift cards include Menchie's Yogurt, Fast Food, Michaels, Jamba Juice, Subway, Coldstone or Dairy Queen, movie tickets, etc.

Miscellaneous Incentives - NOT allowable:

Refer to the [Food](#) procedures regarding food for student incentives. Other miscellaneous student incentives should be ordered via the eProcurement process whenever possible to ensure safety compliance and District standards are met. Multiple options are available including pencils, fidgets, stickers, toys, etc.

Warehouse Stock Items- NOT allowable

Items available in the Warehouse must be ordered on a warehouse requisition. Please check the Warehouse Catalog before ordering. A copy of the Catalog is available on the Logistics Department web page.

Cal Card Policy & Procedures

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 Cajon Valley Union School District (CVUSD) business.

Purchasing Cards are issued by the Purchasing Department on an approval basis. The Purchasing Card Program Agency Program Coordinator (APC) is the Director, Purchasing and Logistics.

The program is not intended to avoid or bypass appropriate purchasing or payment procedures established by CVUSD. All purchases must comply with current CVUSD purchasing standards and in accordance with reimbursement policies, to avoid paying out of pocket for allowable purchases.

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.

To Obtain a Cal Card

1. Please read this complete Employee Purchases: Reimbursement & Cal Card Handbook, including the Cal Card Policy & Procedures section, and the [Concur User Guide](#) 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 Allowable and Unallowable Purchase and Policy and Procedures outlined, contact the Executive Assistant of Business Services, Autumn Cropp, croppa@cajonvalley.net to request the Cal Card application. The agreement form will be sent to you for signature and routed for Supervisor approval.
3. Your new card will be sent directly to Business Services. 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.

Annual Acknowledgements

At the start of each school year every card holder will receive an annual acknowledgement form to review and sign, acknowledging agreement with the terms of use. It is the responsibility of the cardholder to read and understand the updated Employee Purchases: Reimbursement & Cal Card Handbook.

Built-In Restrictions

Each card will be assigned an **individual transaction** and **30-day credit limit**, based on position/job classification. If you find that these limits are too low to accommodate your requirements during a specific time period, please contact Autumn Cropp, Executive Assistant, Business Services, for a temporary increase. Please provide a written request with justification for the increase (i.e. conference attendance).

Instructions For Use

1. Decide what you need to purchase, and ensure the purchase is within budget.
2. Contact the supplier from whom you want to purchase the item (phone, visit, fax, mail, website).
3. Place the order with the supplier, using your Cal Card. Give the supplier delivery instructions to be put on the outside of your shipment. Delivery instructions must include your name, school site, address and telephone number. Do not have the order shipped to the Warehouse. Tell the supplier you must have an itemized receipt!
4. Receive your shipment. Verify that you received what you ordered and that the shipment is complete. Keep all receipts and/or packing slips.
5. 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

Cal Card expenditures are not encumbered in the budget. It is the cardholder's responsibility to be certain that Cal Card expenditures are within budget limitations.

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 or following Monday of each month. The statement will be available online the following day (usually on the 23rd of each month). Refer to the "[Online Registration](#)" section for information regarding online access. Each statement must be reconciled and submitted to the District Fiscal Department by the 1st of the following month on your monthly [Concur Expense Report](#), [CalCard Users](#).

1. Reconcile the statement with your receipts to ensure that all charges are accurate and were authorized by you. [Add the Cal Card transactions](#) for the statement to the monthly expense report.
2. Attach the receipt to each transaction as well as add a brief description for the Business Purpose and add the account number.
3. Attach [Cal Card Statement](#) to Concur Expense Report.

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. Make a note on the transaction in Concur 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. Call the US Bank contact number to file the dispute. The bank will mail a form for the cardholder to sign and send back. Once the dispute process is complete and the form has been filed, 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 U.S. Bank Customer Service directly at (800) 344-5696 and e-mail the Director of Purchasing.
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 will be issued. Once received by the Purchasing Director, 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: PO Box 1007, El Cajon, CA 92022-1007

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:

For allowable expenditures or exceptions:

Sharon Clay, Purchasing Director

ext. 3266, clays@cajonvalley.net

For Credit Limit Adjustments:

Autumn Cropp, Executive Assistant Business Services

Ext. 3061, croppa@cajonvalley.net

For Concur questions:

Suzy Willoughby, Fiscal Services Manager

ext. 3067, willoughbys@cajonvalley.net