

# **Policy and Procedures**

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## **Cajon Valley Union School District**



## **State of California CAL-Card Purchasing Card Program**

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# Policy and Procedures

## OVERVIEW

This booklet 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 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, Warehouse and Duplicating Services**.

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

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 booklet before requesting your Purchasing Card.** This booklet 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 Director of Purchasing.
3. Your new card will be sent directly to the Purchasing Director. 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 purchasing items in line with the “reimbursement” procedures to eliminate paying out of pocket for these purchases. Refer to the reimbursement information on the Purchasing Department web page.
- Small instructional or office supplies not carried in the District Warehouse (check the warehouse catalog first)
- Student incentives
- Meeting refreshments in accordance with food policy
- Books (not textbooks or library books)
- Travel expenses for hotel, airline, and conference registrations  
***(Travel and Conference must always be pre-approved on an A-16 form by the Assistant Superintendent. Accounting also has the ability to charge travel expenses with an approved A-16.)***

#### **EXAMPLES OF WHEN THE PURCHASING CARD MAY NOT BE USED**

- Stock items available in the District warehouse
- 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 Purchasing Department)
- Alcoholic Beverages or tobacco
- Technology or software (small technology purchases must have prior approval by CTO)
- 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 CVUSD credit card
- Gasoline purchases
- Fines, Fees, etc.

**\*\*Remember – in many cases the Purchasing Department has access to substantial discounts that are not available to individuals in a retail store. In addition, we have a District Amazon Prime account to take advantage of free shipping on orders from most vendors. 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 Purchasing Director for a temporary increase. Please provide a written request to the Director of Purchasing 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 Director of Purchasing.

In addition, **no individual transaction may exceed \$300 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 Director with an explanation of the need for increase, the amount requested, and the dates affected.

## INSTRUCTIONS FOR USE

1. Decide what you need to purchase, and ensure the purchase is within budget.
2. Contact the supplier from who you want to purchase the item (phone, visit, fax, mail, website).
3. Place the order with the supplier, using your Purchasing 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

Purchasing Card expenditures are not necessarily itemized in the budget. **It is 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.

## 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 22<sup>nd</sup> of each month. The statement will be available online the following day. The statement is to be downloaded online on the 23<sup>rd</sup> of each month. Refer to page 7, online access, for information regarding online registration. **Each statement must be reconciled and submitted to the District Purchasing Department by the 1<sup>st</sup> 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. Create a purchasing requisition with a line item for each transaction, including a brief description of each item purchased and the account number to which the transaction is to be charged. Attached is a sample requisition, as an example.
3. Sign and date the statement. Attach the original itemized receipts to the statement for each charge. If applicable, include any meeting announcements, agendas, A-16 travel authorization forms and completed conference registration forms as backup documentation to substantiate the charges. Attach all documentation to a copy of the requisition and send to Purchasing.

## 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 Director of Purchasing. 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 Director of Purchasing immediately at [clays@cajonvalley.net](mailto:clays@cajonvalley.net), ext. 3266 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 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: Sharon Clay, Purchasing Director ext. 3266, [clays@cajonvalley.net](mailto:clays@cajonvalley.net)  
Or Louise Gibson, Fiscal Services Director ext. 3071, [gibson@cajonvalley.net](mailto:gibson@cajonvalley.net)

Purchase Requisition

PURCHASING

No. 2603135

Vendor Information

US BANK, CORPORATE PAYMENT SYSTEMS  
PO BOX 790428

ST LOUIS MO 63179-0428  
Contact Person: LISA 916-427-6585  
Phone: (800) 227-6736 Fax:

List "US BANK, CORPORATE PAYMENT SYSTEMS" as the vendor.

Requisition Information

SHIP TO: SEE DESCRIPTION IN P.O. FOR LOCATIONS  
REQUESTER: CLAY, SHARON  
PROJECT: CAL CARD  
REQUISITION TYPE: Purchase Order  
ORDER METHOD: SEND CHECK TO VENDOR  
REQUISITION DATE: 10/15/2015 DATE REQUIRED: 10/30/2015  
REFERENCE:  
BUYER: AWARD NUMBER:

Use "Cal Card" as the project.

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	LOT		PURCHASE AT OFFICE DEPOT, SPECIALTY COLORED LABELS (NOT AVAILABLE IN WAREHOUSE)	0300.0000.000.0.0000.7530.4350.000	25.15	25.15	0.00	0.00
					OFFICE SUPPLIES				
2	1	LOT		PURCHASE AT COSTCO, MEETING REFRESHMENTS FOR PARENT MEETING (AGENDA ATTACHED)	0300.0000.000.0.0000.7530.4350.000	45.79	45.79	0.00	0.00
					OFFICE SUPPLIES				
3	1	LOT		PURCHASE AT AMAZON.COM, READING BOOKS FOR CLASSROOMS	0300.0000.000.0.0000.7530.4350.000	115.37	115.37	0.00	0.00
					OFFICE SUPPLIES				

Internal Notes:

Include one line item for each transaction, with a brief description of the item(s) purchased, an account number to charge, and the total amount of the receipt.

Total amount on requisition should exactly match total on credit card statement.

APPROVAL SIGNATURES: \_\_\_\_\_  
\_\_\_\_\_

Sub-Total: 186.31  
Freight: 0.00  
Tax: 0.00  
Total Amount: 186.31

NOTES:

REQUESTOR'S COPY

CAL-CARD PURCHASES FOR STATEMENT DATED 9/22/2015  
CARDHOLDER: SHARON CLAY

In the "Notes" field, list "CAL CARD PURCHASES FOR STATEMENT DATED \_\_\_\_." ALSO LIST THE CARDHOLDER NAME. NEVER INCLUDE YOUR CREDIT CARD ACCOUNT NUMBER FOR SECURITY REASONS.

Thursday, October 15, 2015

# 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 PURCHASING DEPARTMENT. THE PURCHASING DIRECTOR WILL FILE THE DISPUTE WITH THE BANK ONLINE.**

CAJON VALLEY UNION SCHOOL DISTRICT  
**PURCHASING CARD APPLICATION AND AGREEMENT**

Please read the terms stated below and sign. Return the signed original to the Director of Purchasing.

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 CVUSD Purchasing Card Policy and Procedures 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 CVUSD Purchasing Card Policy and Procedures and agree to abide by the Policy and Procedures contained therein. I acknowledge that use of this card for any other purpose other than CVUSD 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 CVUSD, Purchasing or Business Departments. 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 Director of Purchasing. 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 Policy and Procedures, to the District's Accounting Department by the 1<sup>ST</sup> of each month. I understand that failure to do so may be 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 CVUSD Purchasing Card Policy and Procedures.

I, (printed name of cardholder) \_\_\_\_\_, have read the District's Purchasing Card Program Policy and Procedures 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  
Director of Purchasing: \_\_\_\_\_ Date: \_\_\_\_\_

Purchasing Card number: \_\_\_\_\_ expiration date: \_\_\_\_\_

Cardholder signature,  
acknowledging receipt of purchasing card: \_\_\_\_\_ Date: \_\_\_\_\_