



CAL-Card CHECKLIST

(Appendix C)

Completed CAL-Card statements are due to the Superintendent's Office no later than the 10th of each month.

To ensure accurate processing of your monthly bankcard statement the following items must be attached:

<input type="checkbox"/>	1. Signed Statement of Account (CAL-Card Monthly Statement), by both cardholder and Approver. -In the absence of the Cardholder the Approver is authorized to sign for the Cardholder -In the absence of the Approver, the cardholder may seek the signature of an alternate manager who is in a higher position than that of their Approver.
<input type="checkbox"/>	2. Original Itemized Receipts/Invoices for each transaction (Attached in the order as the transaction appears on the Statement of Account). AFTER-THE-FACT PURCHASE APPROVAL MEMO IS REQUIRED FOR PURCHASES MADE WITHOUT PRIOR APPROVAL.
<input type="checkbox"/>	3. Provide a valid 24-digit account number(s) for each item with sufficient funds on the CAL-Card Charge Descriptions and Account Line Itemization Form in sequential order. (See Appendix G)
<input type="checkbox"/>	4. Provide a brief description and reason for the purchase on each item on the CAL-Card Charge Descriptions and Account Line Itemization Form in sequential order. (See Appendix G)
<input type="checkbox"/>	5. Meals are paid at \$56 per day (including tax & tip. Tip shall not exceed 15% before taxes.) Cardholder must reimburse the difference if meals exceed the amount. Include the 24-digit account number and statement that indicates it is a CAL-Card Reimbursement. Accounts Receivable will provide Accounts Payable with the receipt. -No meal reimbursement will be honored if meals are provided in the conference. -Please refer to Appendix I for Travel and Conference Policy
<input type="checkbox"/>	6. Reference conference form number on the CAL-Card Charge Descriptions and Account Line Itemization Form. <i>*An approved Conference and Travel Request Form is required for overnight and out of state travel.</i> <i>*Hotel, parking, shuttle, taxi, rental vehicle, registration, agenda</i> (See Appendix G)
<input type="checkbox"/>	7. If CAL-Card is utilized for airfare, provide conference form number. Out of state travel must be signed by the Superintendent. Attach a cancellation Itinerary if applicable. An agenda or registration is required for same day travel.
<input type="checkbox"/>	8. Contact the vendor immediately to resolve any disputed transactions. If the vendor will not issue a credit, complete a Cardholder Statement of Questioned Item (CSQI) form (See Appendix D) and fax to U.S. Bank at (866) 229-9625. Include fax transmittal for proof of successful fax transmission. Include a valid 24-digit account number if the disputed charge has been resolved and payment is required.
<input type="checkbox"/>	9. Attach backup documentation for credits appearing on the CAL-Card bankcard statement. (e.g. credit receipts from the vendor and or documents from U.S. Bank resulting from a dispute)
<input type="checkbox"/>	10. Attach any authorization given by Fiscal Services staff for a transaction/purchase to the CAL-Card bankcard statement directly behind the backup documentation of the transaction.
<input type="checkbox"/>	11. Include an After the Fact Memo approved by the Superintendent for any unauthorized purchases and attach to the CAL-Card bankcard statement directly behind the backup documentation of the transaction.
<input type="checkbox"/>	12. Please retain a copy of the entire completed CAL-Card packet.
	Object Code Usage Examples (others may apply)
	See Appendix J for commonly used object codes