

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 3000 – BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy 3314.3

Using a SCOE Credit Card

The County Superintendent authorizes the issuance of credit cards to specified employees. Solano County Office of Education (SCOE) 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 SCOE credit card. Whenever possible, purchases made by purchase order shall take precedence over purchases made by credit card, as the purchase order process allows for preauthorization to take place.

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

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

Procedure

1. Business Services issues CALCard to employee only after the following conditions are met:
 - a. Associate Superintendent of Administrative Services and Operations 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 CALCard purchases.

Note: This purchase order is for encumbering purposes only and will not be mailed to U.S. Bank or used for CALCard payments. Budgets will be charged by way of a "journal voucher." The amounts encumbered for CALCard purchases may be reduced from the original purchase order following a purchase order change request.

3. Employee using CALCard obtains receipt after each card use and records the detail of transaction if it is not printed on the receipt. 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 provide 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.

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4. Employee forwards Cardholder Statement of Account with accompanying receipts and budget codes to approver by the 30th 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 receipts, and a summary of budget codes for all cardholder accounts under his/her jurisdiction, by the 5th 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 CALCard privileges.

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

Policy Cross-Reference:

- 3300 Expenditures and Purchases
- 3300.1 Purchasing Goods and/or Services
- 3300.2 Paying for Goods and/or Services