



## Madera Unified School District Guideline for Acceptable Cal-Card Usage

The purpose of the Cal-Card is to provide convenience in making approved travel and conference. Here are some basic guidelines for usage:

### ALLOWABLE

- Supplies - (Object 43xx items)
  - Items needed quickly-locally available or purchased on-line. No single item can exceed \$500.
- Conference Costs & Travel - (Object 5200)
  - When Purchase Orders are not accepted
  - On-line arrangements
  - Hotel Reservations
  - Meals may not be purchased on Cal-Card. Reimbursement for meals should be submitted for actual cost of meals, up to per-diem maximum. Original receipts must be attached to reimbursement claim
- Meetings/Staff Development
  - Morning or Afternoon meetings that last two or more hours may include coffee, water and a single snack (such as granola bar or cookies).
  - All day meetings are to include a lunch break long enough to allow participants to leave for a meal on their own. If time constraints make for a working lunch, the appropriate SEC member can approve a working lunch. Cost should not exceed per diem.
  - Meetings that run from mid-afternoon (after school) or past 6 p.m. may include water, soda or a substantial snack. Cost should not exceed \$10.00 per person.

### NOT ALLOWABLE

There are specific purchases that are not allowed with Cal-Cards. Below are some examples with a brief explanation:

- Capitalized and Non-Capitalized Equipment - (Objects 44xx & 64xx)
  - Cost of \$500 and above. These items must be inventoried to be covered against loss or vandalism. If they are not purchased with a Purchase Order, they do not receive an inventory number and have no tracking.
- Services - (Object 58xx)
  - Items such as personalized uniforms, trophies, signs, lanyards, pencils, etc. are considered a service. Companies providing services must have an IRS 1099 form in file before a payment is issued. We can't enforce this requirement if the payment has been done through a Cal-Card.
- Gifts
  - Christmas and other Holiday Cards
  - Flowers and corsages
  - Gift Cards/Gift Certificates
  - Holiday Luncheons
- Gasoline
  - Personal vehicle usage should be reimbursed through mileage reimbursement form.
  - Gasoline for a District vehicle or rental vehicle may be purchased Gas Card provided by Transportation with appropriate documentation.
- Food
  - Meals (for breakfast, lunch, or dinner meetings) are not allowable purchases.
- Alcohol
  - Alcoholic drinks purchased are not allowed. Please purchase alcoholic drinks separately rather than reimbursing the District to avoid future questioning.
- **No Categorical purchases are allowed**

**Timeliness of Submission:** Our agreement with US Bank guarantees payment of the total district statement (all Cal-Cards) by the due date. Your paperwork must be received by the 7<sup>th</sup> of each month with all receipts, account codes, and appropriate authorizations at the Accounts Payable office.

For your convenience, attached are the instructions to have on-line access to your statement. Please print your statements right away to have enough time to meet the submission deadline.

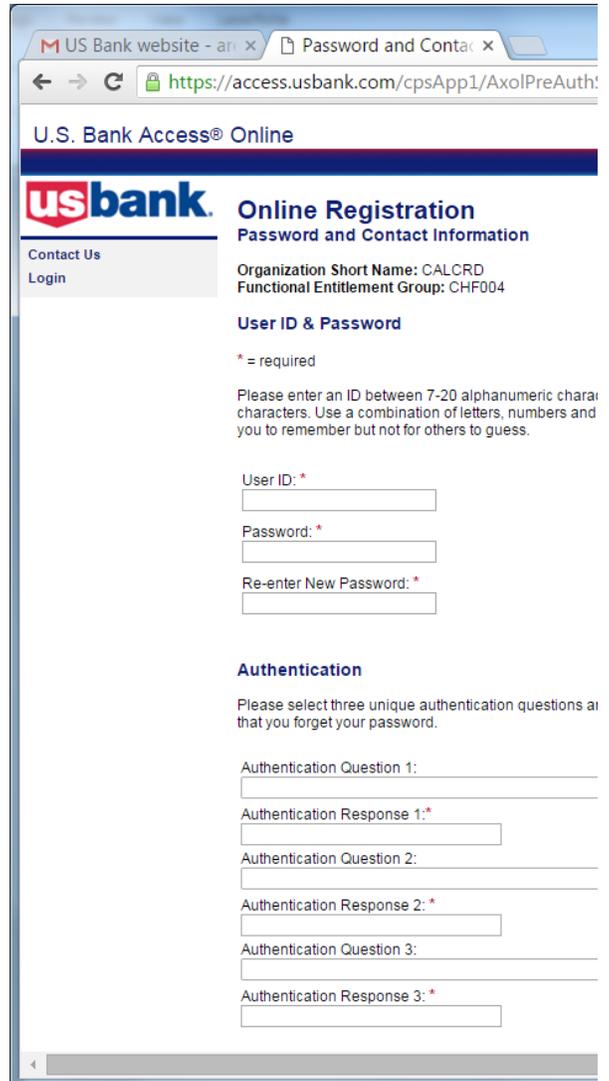
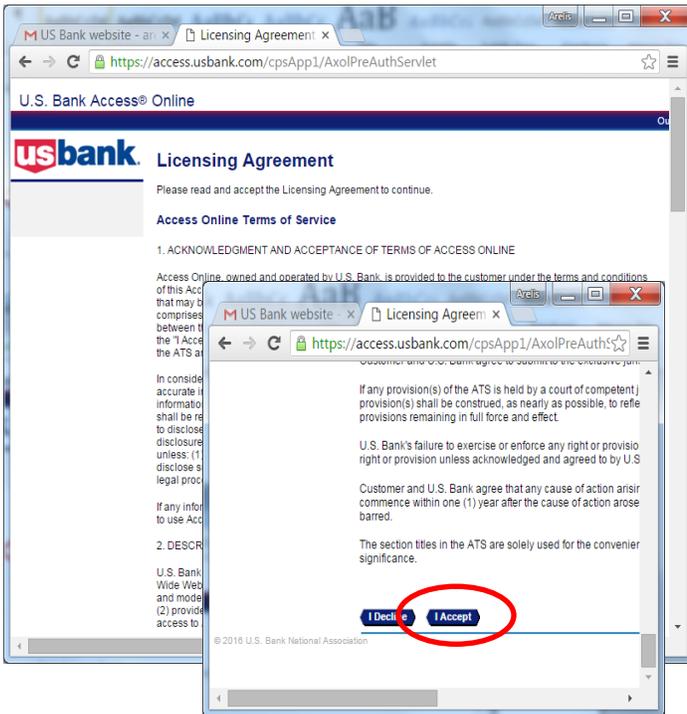
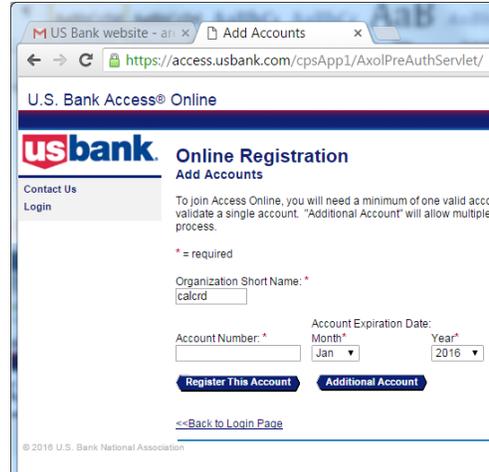
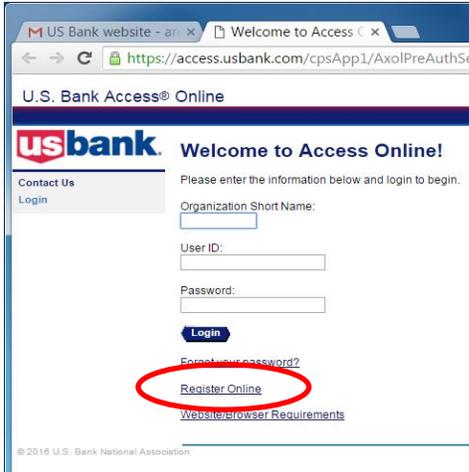
**Penalties:** The improper use or continuous late submittal of the Cal-Card will be sanctioned with a 30-day suspension of privileges for the first offense. Future offenses will be suspension of the card for the remaining of the school year.

# Cal-Card – On line Statements

Website: <https://access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>

Follow the instructions to register your Cal-Card. You'll have access to view your charges up-to-date and print statements right away.

You'll need three pieces of information: Organization Short Name is: **calcrd**. Account # and Expiration Date.



Setup your username, password, and other information.

**You should be ready to go!**