CITY OF HEALDSBURG ADMINISTRATIVE DIRECTIVE	
SUBJECT: CAL-CARD USE	**NUMBER: FIN – 105.2**
EFFECTIVE DATE: MARCH 14, 2008	**COUNCIL ADOPTION:**
AMENDS/SUPERSEDES:	**APPROVED:** MARJIE PETTUS, CITY MANAGER

CAL-CARD POLICY

Subject: Policies and Procedures for use of the Cal Card

Purpose: To provide general instructions on the proper use of the Cal Card. The Cal Card shall be issued to employees for the purpose of making small-dollar purchases and conducting City business in the most efficient manner. In addition, Executive Staff, Department Heads, and Managers will have authority to use the Cal Card to secure reservations and travel expenses. If approved by their Department Head, other employees may have the same privileges of using the Cal Card to secure reservations and travel expenses on an as needed basis.

Background

The City has used various methods to accomplish the purchase of goods, services, and travel arrangements. To promote vendor acceptance and operation efficiency, the Finance Department initiated the Cal Card Program in April 1996.

General Information

Cal Card

The unique Cal Card that is received is a VISA and will have the employee's name embossed on it. Below the name it will have 'CITY OF HEALDSBURG'. The City of Healdsburg Logo will be on the top of the card.

Bank

US Bank is the Cal Card contractor that will issue the cards, supply billing reports and other information as needed.

Accounts Payable Division

Under delegation of authority of the City Finance Director, the Accounts Payable Division will administer the Cal Card Program.

Cardholder

The Cardholder is responsible for ensuring the security of the Cal Card and that it is used appropriately. Each Cardholder is assigned to an approver, who is generally their Department Head or his/her designee. The Cardholder shall sign an acknowledgement (Attachment A) indicating receipt and understanding of the Cal Card policy prior to issuance of card.

Approver

The Approver is responsible for reviewing the charges to ensure that the purchases are appropriate and in compliance with all applicable policies and is properly documented.

Cardholder Spending Limits

The delegation of authority that has been provided to each Cardholder sets the maximum dollar amount for each single purchase (single purchase limit). Each time a Cardholder makes a purchase with his/her

Cal Card, the vendor will check these limits, and the authorization request will be declined should they be exceeded.

Occasionally, a unique situation may require a transaction over a Cardholder's established limits. When a Cardholder makes such a request, their Approver must approve it with concurrence of the Finance Director. The accounts payable division will contact the Bank to temporarily increase the cardholder's spending limit(s).

Policy

Cal Cards will only be issued to permanent employees who have completed their probationary employment period.

No member of the Cardholder's department/division/section, their family, or anyone else may use their Cal Card. It has been specially designed to avoid confusing it with personal credit cards. In all other respects, this is considered a regular credit card. However, this credit card may not be used for personal purchases.

Cal Cards will be used for official City business only. Only charges to be paid legitimately with City funds may be charged to cards. Employees who use these cards for personal expenses shall have the Cal Card revoked.

All transactions will be governed by the department budget and all normal budget approval documentation will apply.

The Cal Card is a supplement to departmental purchase orders. As with the other purchasing methods, the following conditions must be met when using the Cal Card.

- Each single purchase may be comprised of multiple items, but the total cannot exceed the single purchase dollar limit on the credit card.
- The least expensive item that meets the basic needs should be sought.
- Cardholders must follow their department's procedures to ensure that sufficient funds are available prior to making a purchase.

The Department Head shall submit the request for a Cal Card, in writing. The request shall include the name of the employee, the single dollar limit and the 30-day dollar limit. The request shall be submitted to the Finance Director for approval. The Finance Director will forward the information to the Accounting Supervisor.

Each time the Cal Card is used, the merchant may check via a telecommunication system to verify the dollar limit of the single purchase and monthly purchase limit. The merchant will and should always ask for a photo ID.

The Bank will not request any personal information from cardholders, nor should any personal information be furnished to the Bank.

Use of the Cal Card does not relieve the Cardholder from complying with City Purchasing Policies and Procedures. If there are questions about procurement regulations, please contact the Purchasing Division of the Finance Department.

Use of the Cal Card is not intended to replace effective procurement planning.

Purchases must not be split to circumvent purchasing regulations.

Questions regarding your account or specific Cal Card procedures should be directed to the Accounts Payable Division.

Procedures

The Cardholder may go to a place of business and obtain the goods, go online, or call and place an order. In every case, the Cardholder will require the vendor to itemize the receipt/invoice. An itemized receipt or invoice contains:

- Description of the goods purchased
- Quantity purchased
- Price per item
- Amount of sales tax and total amount

Upon completing the transaction, by telephone, on-line or in person, the Cardholder shall immediately complete the Cal Card Monthly Log (Attachment B) to record:

- Date ordered
- Vendor name
- Description of purchase
- Dollar amount
- Account number

Receipts/Invoices are to be carefully retained and submitted with reconciled bank statement as set forth below. Should a receipt/invoice be lost, Cardholder shall produce a signed memorandum with data and explanation of why there is not a receipt/invoice.

At the close of each billing cycle, each Cardholder will receive an individual bank statement (Attachment C). The cardholder shall reconcile the Bank Statement in accordance with the following procedures within five (5) days of receipt.

- Cardholder shall review the statement for accuracy and reconcile to the bank statement with the Monthly Cal Card Log and vendor receipt/invoices.
- Cardholder shall e-mail the completed Monthly Cal Card Log to the Account Clerk in the Finance Department for processing.
- The Cardholder attaches to the hard copy of the Monthly Cal Card Log, the statement, and the copies of the receipt/invoices. He/She signs the statement certifying items purchases and forwards them to the Approver.
- The Approver reviews the Monthly Cal Card Log and the monthly statements from the Cardholders and verifies approval of purchases. The Approver signs the statement, with the receipts/invoices attached and the Monthly Log. This package is all forwarded to the Account Clerk within one (1) working day.
- If Cardholder will not be available to sign the Statement of Account because of absence or travel. forward all sales receipts and credit vouchers to your Approver. The Approver will forward a copy of your Statement of Account to the Account Clerk.

Card Restrictions

The following list of transactions are prohibited:

- Cash advances through bank tellers or teller machines
- Purchase of personal items
- Purchase of alcoholic beverages
- Contractors/Services
- Medical Services
- Rental or lease payments, except for small pieces of equipment to be used for less than a week in duration.
- Purchase of items for which the City has purchase discount agreements, unless it is an emergency situation and approved by the Approver.

Department specific regulations may add further restrictions to this list.

Lost or Stolen Cards

Immediately notify Approver, Accounting Supervisor, and the Bank if the Cal Card is lost or stolen. If appropriate, the Police Department should be notified depending on the situation, i.e., robbery, burglary, etc. The following telephone number may be used for the credit card issuer:

24 HOURS
1-800-344-5696

The Bank will reissue a new card within seven (7) business days from the time of the reported loss or theft.

Changes to Cardholder Information

Changes to a Cardholder's name or department/division, should be immediately reported in writing to the Accounting Supervisor through the Approver. The Accounting Supervisor will request the card issuer to issue a new credit card if needed.

When a Cardholder leaves the program, a letter from the Approver shall be submitted along with the Cardholder's Cal Card to the Accounting Supervisor requesting cancellation of the Cal Card Account.

REVIEW AND REVISION

The City of Healdsburg reserves the right to rescind and/or amend this and all City policies, at any time.

ATTACHMENT A

CARDHOLDER
CAL-CARD RECEIPT ACKNOWLEDGMENT

I, the undersigned employee of the City of Healdsburg, hereby certify that I have received a copy of the Cal-Card Policies and Procedures and a Cal-Card as indicated below

Cal-Card Account Number: _____

I have read the Policies and Procedures and understand the Program, including authorized and prohibited Cal-Card use restrictions.

I ACCEPT RESPONSIBILITY TO MAKE PURCHASES WITH THIS CAL-CARD ONLY FOR OFFICIAL BUSINESS FOR THE CITY OF HEALDSBURG.

Failure to use this card properly or reconcile statements in a timely manner may result in this card being inactivated without any notice.

_____
CARDHOLDER PRINTED NAME

_____ _____
CARDHOLDER SIGNATURE DATE

_____ _____
APPROVER DATE

ATTACHMENT B

CITY OF HEALDSBURG
Cal-Card Log

Transaction Date	Vendor	Description of Purchase	Dollar Amount	Account Number
		Total	$0.00	
EMPLOYEE NAME		CREDIT CARD NUMBER		Month/Year

ATTACHEMENT C

usbank.

U.S BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

CITY OF HEALDSBURG

ACCOUNT NUMBER	
STATEMENT DATE	02-22-12
TOTAL ACTIVITY	$

000006474 1 SP 106481483372482 S

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

CITY OF HEALDSBURG
401 GROVE ST
HEALDSBURG CA 95448-4723

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder Date Approver Date

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT

Default Accounting Code: NO DAC

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER	
STATEMENT DATE	DISPUTED AMOUNT
02-22-12	$ .00

SEND BILLING INQUIRIES TO:

C/O U.S. BANCORP SERVICE CENTER, INC
U.S. BANK NATIONAL ASSOCIATION ND
P.O. BOX 6335
FARGO, ND 58125-6335

AMOUNT DUE
$ 0.00
DO NOT REMIT

ACCOUNT SUMMARY	
PREVIOUS BALANCE	$.00
PURCHASES & OTHER CHARGES	$
CASH ADVANCES	$.00
CASH ADVANCE FEE	$.00
CREDITS	$.00
TOTAL ACTIVITY	$

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