



CAL CARD  
*POLICY MANUAL*

September 25, 2018

Procurement Services

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## **I. GENERAL INFORMATION**

The Purchasing Card ("CAL CARD") Program, was developed to allow designated County of Imperial ("County") officials and employees the capability to administer authorized travel expenditures and purchases that are pre-authorized and approved by the County Executive Officer ("CEO") (or his/her designee) or the Purchasing Agent (or his/her designee). The CAL CARD is a VISA charge card with greatly enhanced controls and data reporting.

**The CAL CARD is not intended to, and shall not be used to, circumvent any existing statutes or laws, nor is the CAL CARD to be used to circumvent any existing County or Procurement Services policies.**

**Public Funds:** Because charges to the CAL CARD are paid for with public funds, employees issued a CAL CARD ("Cardholders") and employees authorized to approve CAL CARD expenditures ("Approving Officials") must be continually reminded that their purchases represent the County's interest in and reputation for ethical and prudent business dealings. Each transaction must be one that the Cardholder and Approving Official could easily explain or defend as a prudent and legal use of public funds. Additionally, written policies cannot be established to cover every eventuality of CAL CARD use and as such, Cardholders and Approving Officials shall use their best judgment when expending public funds with a CAL CARD.

**Usage:** The CAL CARD is a purchasing tool to conduct authorized business on behalf of the County. All purchases made with the CAL CARD are to follow the current County of Imperial Travel Authorization and Reimbursement Policy and the Purchasing Manual adopted by the Imperial County Board of Supervisors. The CAL CARD may only be used for County related business. Personal use of the CAL CARD is not allowed. Misuse of the CAL CARD and/or violations of the Purchasing Card Policy Manual may result in revocation of the CAL CARD or discipline up to and including termination of employment. Individual CAL CARDS are encoded with the transaction limits approved on the cardholder's application. Purchases shall not be split to circumvent County policies, i.e. capital purchases.

CAL CARDS must be used under secure conditions only. See Attachment D.

**Note:** All funding received by the County, regardless of source, is subject to the same standard procurement guidelines including those in this manual. This complies with state and federal policies that local governments have jurisdiction and control over all funds received. Therefore, state and federal grant funds and even private grants must be managed and expended in accordance with County rules and regulations, as well as any additional requirements established by the state or federal funding source.

## **II. HOW TO USE THE CAL CARD**

### **A. Spending Limits**

A manager or supervisor will determine the CAL CARD spending limit when requesting a CAL CARD. There are two transaction limits placed on all CAL CARDS. These limits include all tax, shipping, and any other charges to the transaction.

#### **1. Single Purchase Transaction Limit**

- a. Every CAL CARD holder has an individual single-purchase transaction limit that cannot be exceeded. A single item or a group of items in one transaction cannot exceed the cardholder's established limit. The credit card company will not authorize purchases that exceed the limit.

#### **2. 30-Day Monthly Transaction Limit**

- a. In addition to a single-purchase transaction limit, there is also a 30-day monthly limit. The 30-day period corresponds to the billing cycle (i.e., March 23 to April 22).
- b. Cardholder limits will change only on an as-needed basis once the change is approved by the CEO or his/her designated staff.

### **B. Authorized users of the Card**

Each CAL CARD is unique and has both the cardholder's name and the County's logo embossed on it. Only the authorized employee may use the CAL CARD.

### **C. Understand CAL CARD Rules**

The cardholder must comply with the County's purchasing policies and procedures when using the CAL CARD. Any questions regarding CAL CARD usage shall be directed to the Procurement Services.

The following conditions must be met when using the CAL CARD:

- Charges shall be for County business only; and
- Each transaction/purchase may be comprised of multiple items; however, the total may not exceed the established single purchase limit of the card.

### **III. AUTHORIZED, RESTRICTED OR PROHIBITED USES**

#### **A. Authorized Uses of CAL CARD**

Use of the CAL CARD is authorized for transactions related to pre-approved travel requests and travel related expenses, with the exception of meals during out-of-county travel. The CAL CARD shall not be used for meals during out-of-county travel. "Per Diem" advances and reimbursements through the Auditor-Controller's office are the correct procedures for travel related meals and must be used in a manner consistent with the Travel Authorization and Reimbursement Policy.

If the purchase of goods is authorized by the CEO, or his/her designated staff, the CAL CARD can be used up to the specified per transaction and per month dollar limits for goods not otherwise "prohibited" as listed below.

#### **B. Prohibited Uses of CAL CARD**

The use of the CAL CARD is strictly prohibited for the following:

1. Personal use of any kind;
2. Cash advances;
3. Leases of any type;
4. Auto-renewing transactions;
5. Maintenance service agreements;
6. On-site services, (unless emergency in nature as described in Section VI. B);
7. **Computer hardware** devices, including but not limited to any specialty hardware devices that will be connected to the data network or personal computer (e.g. scanners, digital cameras, card readers, etc.), unless one of the following exceptions apply:
  - a. Transaction is authorized in advance by the CEO or his/her designee; or
  - b. Transaction is completed by a cardholder from the Information and Technical Services or Procurement Services Department and the transaction is for computer supplies and hardware devices.
8. **Computer software**, including but not limited to software applications, utilities, drivers, operating systems, operating system related tools, and development tools.
9. Purchase of team and/or individual recognition-related items including, but not limited to birthday/ anniversary/congratulatory cards, entertainment, food/meals, and related supplies in support of recognition of birthdays/anniversaries, team accomplishments.
10. Splitting of purchases to circumvent the dollar limitation.
11. "Capitalized Asset Items". Capitalized Asset Items are defined as those items that:
  - Have an expected normal useful life beyond one (1) year and a unit acquisition cost of at least \$7,500; or
  - Is a firearm (which are capitalized regardless of cost).

## **IV. REVOCATION OF PRIVILEGES**

CAL CARD privileges may be revoked at any time at the discretion of the CEO or his/her designee. A Cardholder's privileges will be revoked if the cardholder continuously misuses the CAL CARD.

Examples of misuse include, but are not limited to the following:

1. Improper purchases;
2. Frequently lost receipts;
3. Failure to reconcile monthly statements within 5 business days;
4. Failure to complete and maintain supporting documentation; and
5. Failure to comply with the intent and details of the CAL CARD Policy Manual Program.

## **V. AREA OF RESPONSIBILITY**

### **A. U.S. Bank National Association**

U.S. Bank is the banking contractor that issues the CAL CARD. All cardholders will receive their CAL CARD from Procurement Services.

### **B. Business Services**

The Auditor-Controller's office and Procurement Services will jointly administer the CAL CARD program and are responsible for accumulating, reporting, coordinating, and evaluating all aspects of the program.

Once approved by the CEO or his/her designee, Procurement Services will administer the ordering and issuance of new CAL CARDS and send reminder notification e-mails to cardholders to complete monthly reporting of charges to their Approving Officials and any updates or changes to the program. Procurement Services may intervene in a CAL CARD purchase dispute if a cardholder cannot resolve the issue with the bank.

The Auditor-Controller's office is responsible for making payments to U. S. Bank under the terms of the contract.

Procurement Services conducts initial cardholder training upon issuance of a new card. New cardholders are presented with a copy of the CAL CARD Policy Manual for their reference, and are advised that the CAL CARD Policy Manual is also posted on the Procurement Services' website under Purchasing/CAL CARD Policy Manual.

Periodic refresher training, generally bi-annually, is provided by Procurement Services to Department Heads, Approving Officials and cardholders.

### **C. Cardholder**

The cardholder is responsible for:

- I. Security of the CAL CARD;
2. Appropriate use of the CAL CARD. Only the cardholder is authorized to use the CAL CARD for purchases; however, cardholders may be requested to be the designated travel agent in a department and all travel and travel related expenses can be purchased by the designated travel agent cardholder as requested by their supervisor or department head;
3. Compliance with Procurement Services Policy Manual for the CAL CARD's use.

#### **D. Approving Official**

The Approving Official (generally the department supervisor, manager or department head) is responsible for:

- I. Reviewing all charges;
2. Ensuring all purchases are appropriate;
3. Ensuring no prohibited item has been purchased;
4. Ensuring all proper documentation is attached to the monthly Imperial County CAL CARD-Distribution of Charges Form (Attachment A);
5. Updating Procurement Services on any changes to the card holder information such as name, department, telephone, and physical or email address. The Approving Official is to notify Procurement Services when a cardholder leaves county employment.

## **VI. PURCHASES**

### **A. Obtaining Goods**

The cardholder will either go to the place of business and obtain the goods or call and place a telephone order. In either case, the cardholder will require the vendor to itemize the receipt/invoice. An itemized receipt/invoice consists of the following information for goods/purchases:

- Date of purchase;
- Description of goods and related services purchased;
- Quantity purchased;
- Price per item;
- Amount of sales tax and total amount; and
- Shipping charges, if applicable

### **B. Emergency**

The CAL CARD may be used for "on-site" services during emergency situations where time is of the essence. "Emergency" is defined as a sudden and unexpected and/or non-contemplated event

that requires the immediate need and acquisition of services necessary that, without such acquisition action the public health, welfare or safety may be jeopardized. Failure to plan for the purchase or to allow adequate lead-time does not constitute an emergency.

In the event the CALCARD is used to purchase an on-site emergency service, the cardholder must contact the County's Purchasing Agent prior to the scheduled service date to arrange for insurance coverage for the supplier.

Emergency purchases must be supported by a written explanation attached to the monthly Imperial County CAL-CARD-Distribution of Charges Form stating:

- Why the service was necessary; and
- Program impact if service had been filled through normal ordering procedures.

**THE EMERGENCY "ON-SITE" SERVICE PURCHASED ON A CAL CARD MUST BE LIMITED TO THE NATURE OF THE EMERGENCY, UP TO THE CARDHOLDER'S SINGLE PURCHASE LIMIT.**

### **C. Major Emergency or Disaster**

Cardholders in the offices of the CEO, Fire Protection, Public Health, Public Works, Facilities Management and Procurement Services may request a temporary raise to their spending limits during a major emergency or disaster. The Procurement Card Request Form is required when requesting to raise a spending limit or any other changes to CAL CARD information. The supervisor, manager or department head is required to contact Procurement Services to request the spending limit be returned to their normal levels after the emergency or disaster.

## **VII. MONTHLY REPORTING AND RECONCILIATION RESPONSIBILITY**

### **A. CAL CARD Receipt/Invoice**

Cardholders are required to obtain detailed, itemized receipts from the vendor (for phone orders, the vendor is required to fax or email the receipt to cardholder) and place them in an envelope or file folder. Each detailed receipt must state the business purpose to allow the Approving Official to understand the relevance of the purchase and appropriately review all costs to ensure the individual items purchased are authorized within the CAL CARD procedures. Be sure to;

1. Individual receipts/invoices shall be submitted on an 8 ½" x 11" paper to ensure they are not lost in transit.
2. In the event of lost receipts/invoices, a memo with an explanation to the monthly Imperial County CAL CARD-Distribution of Charges Form shall be submitted.

Note: If there are excessive instances of lost receipts, the CAL CARD will be revoked.



## **B. How to Reconcile the CAL CARD Account**

At the end of each billing cycle, which is generally the 22nd of each month, the cardholder will receive a statement from U.S. Bank and must complete a transactions log in order to approve the CAL CARD transactions.

The Cardholder must review, sign, and date the statement for accuracy and reconcile the bank statement with Imperial County CAL CARD-Distribution of Charges Form and vendor receipts/invoices.

1. The Cardholder must attach a signed Imperial County CAL CARD-Distribution of Charges Form to the bank statement; attach the corresponding receipts/invoices listed in the same order as they are listed on the bank statement.
2. If an item is billed incorrectly, the cardholder must provide a complete explanation on the monthly statement.
3. If fraudulent charges are detected, the cardholder is required to contact U.S. Bank immediately.
4. The Cardholder shall retain CAL CARD credit receipts until the credit transaction appears on the bank statement at which time the credit receipts shall be attached to the bank statement.
5. The Cardholder shall approve/sign/date the bank statement and Imperial County CAL CARD-Distribution of Charges Form.
6. Within five (5) working days of receipt of the bank statement, the cardholder shall attach receipts/invoices and other documentation to the bank statement and forward to the Auditor-Controller's office as follows:
  - a. The original of all documents (receipts, invoices, etc.) and one (1) copy of the cardholder Bank Statement to their Approving Official for review and approval.
  - b. One (1) copy of the bank statement and invoices/receipts are to be kept by the cardholder for 90 days.

## **VIII. APPROVING OFFICIAL**

### **A. Reconcile Bank Statements**

Within five (5) working days of receipt of the cardholder's bank statement and documentation, the approving official will be responsible for the following:

1. Compare cardholder's documentation and review charges to ensure that purchases are appropriate and any purchase of restricted items are appropriately documented (e.g.: a

statement of emergency purchase including why the service was necessary and program impact if ordered through normal ordering procedures). This documentation will be filed with the cardholder's monthly statement. A cardholder's privilege of use of CAL CARD may be revoked if the cardholder is found to have intentionally purchased a restricted item without justification.

2. Reviewing the Imperial County CAL CARD-Distribution of Charges Form to be sure all invoices/receipts are included.
3. Approving, signing, and dating the Imperial County CAL CARD-Distribution of Charges Form (Attachment A) and bank statements prepared by cardholders.
4. Distribute as follows:
  - a. Original approver's statement, cardholder's bank statement, Imperial County CAL CARD-Distribution of Charges (Attachment A), and original receipts and invoices are to be sent to the Auditor-Controller's office.
  - b. Copies of documentation for any emergency purchases are to be sent to the Purchasing Department.

## **IX. PROGRAM ADMINISTRATION**

### **A. Purchasing**

Program Coordination: Procurement Services is responsible for coordinating the program, issuing CAL CARDS upon CEO approval and reporting CAL CARD purchases to the County Executive Officer.

Program Evaluation and Audit: Procurement Services will be responsible for accumulating, reporting, and analyzing CAL CARD usage, as well as program evaluation. This includes preparing a monthly activity report for the CEO. The program will be subject to periodic audit by the Auditor-Controller's office or by an external auditor.

### **B. Accounting**

Auditor-Controller's office is responsible for auditing the U.S. Bank Statement of Account and processing it for payment.

### **C. Issuance**

In order to obtain a CAL CARD, a completed Procurement Card Request Form (Attachment C) must be submitted to the CEO's office for review and consideration of approval. Along with the Request Form, a detailed justification for the card's use must be submitted. If approved, Procurement Services will place the CAL CARD order for the employee. Each CAL CARD is

issued to an individual employee and the County of Imperial. The card will remain the property of the County of Imperial.

Each employee that is issued a CAL CARD will be given a copy of the Purchasing Card Policy Manual and will be required to attend an orientation meeting, sign for the card, read and sign a CAL CARD Cardholder Agreement prior to receiving their purchasing card.

The assigned card is to be returned to the cardholder's supervisor upon employment re-assignment, termination of employment and/or upon supervisor's or CEO's request. Notification is to be reported to Procurement Service upon changes to the cardholder's position.

#### **D. CAL CARD Account Maintenance**

There may be instances where it becomes necessary to replace CAL CARDS or obtain additional cards. It is the approving official's responsibility to initiate this process by taking the steps for the appropriate situation listed below.

#### **E. Replacement of Worn Out/Defective Cards**

- I. If a CAL CARD needs to be replaced because it is worn out or defective, a memo from the approving official requesting a CAL CARD replacement must be submitted along with the worn-out CAL CARD to:

**The Procurement Services  
Attention: Purchasing Agent**

2. U.S. Bank, Customer Service will issue a replacement card within two (2) days after receipt of order.
3. Procurement Services will notify the cardholder when replacement card is available.

#### **F. Replacing a Cardholder**

- I. When a cardholder leaves one department in the county for another county department, it is the responsibility of the cardholder's Approving Official to request an update to the cardholders account by notifying the Purchasing Agent.

#### **G. Reporting a lost CAL CARD**

- I. Cardholder will immediately contact U.S. Bank, Customer Services at 800-344-5696 or **888-994-6722**.
2. Cardholder will then immediately contact their Approving Official.

3. The Approving Official will immediately notify Procurement Services to inform them that a CAL CARD was lost.
4. The Purchasing Agent, will contact U.S. Bank to obtain a replacement CAL CARD.
5. U.S. Bank will mail replacement cards to Purchasing Agent within two (2) working days of order.
6. Procurement Services, will notify the cardholder when the replacement CAL CARD is available.

## **X. DISPUTED CHARGES**

In the event of a disputed transaction, the cardholder shall contact U.S. Bank Customer Service at 800-344-5696 for guidance on a resolution. The cardholder shall also contact the County's Program Administrator (Purchasing Agent) with the details of the dispute. Reference should be made to any contact with the vendor, names, telephone numbers, etc., that would be helpful in research of the dispute.

- A. Disputed items should be first reported to U.S. Bank, Customer Service, 800-344-5696 or 888-994-6722 by the cardholder who has the details of the disputed transaction. This reporting starts the clock for time limitation statutes for reporting and the bank can start an investigation immediately.
- B. The cardholder shall notify the Purchasing Agent of the details of the dispute.
- C. Any supporting details of why the item is being disputed must be included with the cardholder monthly statement.
- D. The U.S. Bank representative that receives the details of the dispute will provide the cardholder with a confirmation number, as reference to the dispute. The cardholder shall include and note this confirmation number on their Monthly Report in the "Check Disputed Items" column.

## XII. ATTACHMENTS

- A. IMPERIAL COUNTY CAL CARD-DISTRIBUTION OF CHARGES FORM
- B. CAL CARD REQUEST FORM
- C. CARD HOLDER AGREEMENT



### Imperial County CAL CARD Distribution of Charges

#### Monthly CAL CARD Report

Report Period: \_\_\_\_\_

Oversight Department: \_\_\_\_\_

CARD HOLDER	DEPARTMENT	DESCRIPTION	ORGKEY	OBJECT CODE	AMOUNT

**TOTAL:** -

#### PLEASE ATTACH THE FOLLOWING:

- US BANK STATEMENT OF ACCOUNT WITH CARDHOLDER AND APPROVING OFFICIAL'S SIGNATURE
- ORIGINAL RECEIPTS

SEND TO THE AUDITOR-CONTROLLER'S OFFICE WITHIN FIVE (5) WORKING DAYS.

Approving Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### CAL CARD CARDHOLDER AGREEMENT FORM

I certify that I have received and read a copy of the County of Imperial CAL CARD Policies and Procedures Handbook and that I have received CAL CARD No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

I understand that transactions are limited as indicated below:

Single Purchase Limit: \$ \_\_\_\_\_ 30 Day Limit: \$ \_\_\_\_\_

I understand that the following are permissible purchases:

- Office supplies not covered under the Office Depot contract or when ordering is not practicable.
- Hotel reservations and charges, excluding meals. (Meals are covered by the per diem process.)
- Air transportation charges, however, use of the Purchasing department is recommended.
- Rental cars and related charges.

I understand that the CAL CARD may only be used for official County business. I will not use the CAL CARD to make unauthorized, prohibited or personal purchases. I understand that any misuse of the CAL CARD may be a violation of criminal law. I understand that any purchase that is in excess of the CAL CARD dollar limits, or outside of the approved commodity or merchant categories is unauthorized, as is use of the CAL CARD by anyone other than myself. I understand that unauthorized use of the CAL CARD may result in disciplinary action up to and including termination of my employment and payment for unauthorized charges. I understand that situations may arise when I will need to reimburse the County for certain charges and I agree to reimburse the County within 30 days of such charge. If no reimbursement has been made within 30 days, I authorize the County to deduct the charges from my payroll check on the next pay period.

I understand that I am responsible for the Cal CARD's safekeeping at all times. I will immediately notify the Bank, Purchasing Division, the Auditor-Controller's Office and the Approving Official in the event that my CAL CARD is lost or stolen, or if I believe the CAL CARD has been used in a fraudulent manner.

I will review the monthly statement immediately upon receipt and forward verification of charges to the Approving Official. If I dispute a charge, I will immediately seek to resolve the problem with the vendor, and complete a "Statement of Questioned Item, form pursuant to the current procedure.

I understand that the County has the unconditional right to cancel the CAL CARD issued to me at any time. In the event that the County cancels the CAL CARD issued to me, or prior to separation from service, I will immediately cut them in half and return them to the Auditor-Controller or Approving Official.

I understand that the CAL CARD is card is valid only while I am employed in this department and that if I transfer to another department, or terminate my employment, I must relinquish the CAL CARD to the Approving Official.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Dept./Div.: \_\_\_\_\_

COUNTY OF IMPERIAL  
CAL CARD REQUEST FORM

New: \_\_\_  
Change/Update: \_\_\_

DATE: \_ \_ \_ \_

DEPT/OFFICE/AGENCY NAME: \_ \_ \_ \_ \_

CAL CARD HOLDER NAME: \_(FIRST\_NAME\_MIDDLE\_INITIAL\_LAST\_NAME)\_ \_\_\_\_\_

ADDRESS: \_ \_ \_ \_ \_

CITY: \_ \_ \_ \_ \_ STATE: \_ \_ \_ ZIP: \_ \_ \_ \_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Please provide justification for CAL CARD request \_\_\_\_\_

\_\_\_\_\_

NAME OF APPROVING OFFICIAL: _____ PHONE: _ _ _ _ _
--

**REMINDER: NO FIXED ASSETS OR SERVICES MAY BE PURCHASED WITH COUNTY PROCUREMENT CAL CARDS. CONTACT THE PURCHASING DEPARTMENT FOR ANY QUESTIONS CONCERNING CAL CARD USE.**

**The Department will be responsible for monitoring and reviewing the use of Procurement Cards (CAL CARDS) issued to the Department. Approving Official(s) and Cardholder(s) will ensure that sound fiscal practices are maintained utilizing the established County policies and procedures.**

SINGLE PURCHASE LIMIT: \$ \_\_\_\_\_ (Up to \$2500.00)

30 DAY LIMIT: \$ \_\_\_\_\_ (Up to \$999,900)

DEPARTMENT HEAD (Print & Sign): _____ Date: _____ PRINT & SIGNATURE  <b>COUNTY EXECUTIVE OFFICER</b> (New card requests only) _____ Date: _____ SIGNATURE
---



## **Calcard Use and Security Best Practices**

Your county issued calcard is the property of the County of Imperial. All cards when not being used should be stored in a secure location. Cards should not permanently be carried in the cardholder's purse or billfold because of the possibility of it being lost or mistakenly used in place of a personal credit card.

While protecting your card plate is essential, it is also important to use precaution when selecting what devices are utilized to place online orders with your procurement card. With increased use of portable devices such as iPads, laptops, and smart-phones there is a higher risk of exposing confidential account information. In the event that a portable device is being used to make online procurement card purchases and that device is lost or stolen, immediately contact US Bank at 800-344-5696 for the appropriate course of action to protect your account. To prevent these situations, it is highly encouraged to only make online purchases from a secure County of Imperial computer and not from any portable device.

Please follow the suggestions below for best security practices:

Before you shop online, ensure you have the most current security software updates available for your operating system, application and browser.

Know with whom you are doing business. You are safest when doing business with a reputable company.

Be sure "https" or "shttp" appears in the web site's address bar when you are ready to provide payment information.

Look for logos from organizations that feature trusted or credential websites like BBBOnline, TRUSTe, or Verisign.

**Do not send credit card information through email.**

**Do not perform online transactions from a public computer or kiosk.**

**Do not enter personal information in a pop up screen.**

The Cardholder/Department promptly contacts US Bank Customer Service at 800-344-5696 when there is reason to believe that a card has been lost, stolen or misused.

The Cardholder/Department maintains the actual card and card number in a secure and safe place to avoid "unauthorized" individuals access to credit card information.

Cardholder/department adheres to the written terms and agreements contained in the County of Imperial Cal Card Manual and Cal Card Agreement.

Cardholder/Department instructs all authorized users of the above mentioned guidelines, and periodically reminds users of the accountability requirements.

Cardholder/Department reviews Procurement Card billing monthly to confirm that the card's use is limited to purchases for the benefit of the County.

Should a Cardholder terminate employment with the County or transfer between departments, the user department has the specific obligation to reclaim the Procurement Card and return it to the Purchasing Department prior to the employee's termination date.