



Cal Card Training



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Cal Card Administrators

Administrator

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General Information

The CAL CARD Program was developed to allow designated County of Imperial officials and employees, the capability to administer pre-approved travel expenditures and pre-authorized purchases by the Purchasing Agent (or their designee). Pre-authorization from the County Executive Officer (or their designee) may be needed if the Purchasing Agent requests assistance. 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 existing County of Imperial Procurement Services Policy and Procedures (ex: purchase orders).

PUBLIC FUNDS

Charges to the CAL CARD are paid with public funds, employees issued a CAL CARD, and employees authorized to approve CAL CARD expenditures must be continually reminded that their purchases represent the County's interest and reputation for the ethical and prudent business dealings. Each transaction must be one that the cardholder and Approving Official could easily justify as a prudent and legal use of public funds.



USAGE

The CAL CARD is a purchasing tool to conduct authorized business on behalf of the County. 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 CAL CARD Policy may result in temporary suspension or revocation of the CAL CARD.

How To Use The Cal Card

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 CARD's. These limits include all tax, shipping, and any other charges to the transaction.

SINGLE PURCHASE TRANSACTION LIMIT

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 cardholders established limit. The credit card company will not authorize purchases that exceed the limit.

Cardholder single limits will change only on an as needed basis once the change is approved by the County Executive Officer (or their designee) or the Purchasing Agent (or their designee).

30 DAY MONTHLY TRANSACTION LIMIT

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 (ex: March 23 to April 22).

Cardholder monthly limits will change only on an as-needed basis once the change is approved by the County Executive officer (or their designee) or the Purchasing Agent (or their designee).



Approved & Prohibited Purchases

Use of the CAL CARD is authorized for transactions related to pre-approved travel expenditures and authorized items listed in the policy. If not listed in the policy, the purchase will require approval by the Purchasing Agent and/or the County Executive Officer (or their designee). The CAL CARD shall not be used for meals. "PER DIEM" advances and reimbursements through the County of Imperial Auditor-Controller's Office should be used for travel-related meals and must be used in a manner consistent with the County of Imperial Travel Authorization and Reimbursement Policy.

If the purchases are authorized, the CAL CARD can be used up to the specified per transaction and per month dollar limits not otherwise "PROHIBITED" as listed.



Approved & Prohibited Purchases

AUTHORIZED

1. Certifications
2. Licensing (**ex: Zoom**)
3. Memberships
4. Trainings
5. Conferences
6. Travel-Related expenses
 - a. Airfare
 - b. Car rental
 - c. Car rental gasoline
 - d. Ride share (if car rental was not purchased)
 - e. Lodging (**ex. Hotel**)
 - f. K-9 Related Items:
 - Food
 - Training
 - Veterinarian Services
 - g. Special Cell Phone Purchase
7. Items approved by the Purchasing Agent prior to purchase via completing the CAL CARD Special Request Form
(SEE ATTACHMENT E)

PROHIBITED

1. Personal use of any kind
2. Gasoline for county/personal vehicle
3. Circumventing Purchase Orders
(**ex: Amazon, Costco, Smart & Final, etc.**)
4. Meals (**food and beverages**)
5. Cash advances
6. Tuition reimbursement
7. Leases of any type
8. Auto renewing transactions
(**recurring monthly/annual payments**)
9. Maintenance service agreements
10. On-site services (**unless emergency**)
11. Computer hardware and software unless the transaction is completed by a cardholder from the County of Imperial Procurement Services or County of Imperial Information and Technical Services.
12. Purchase of team and/or individual recognition related items including, but not limited to birthdays, anniversaries, congratulatory, entertainment, meals (**food and beverages**), team accomplishments, and related supplies
13. Splitting of purchases to circumvent the dollar limitation
14. "CAPITALIZED ASSET ITEMS" are defined as those items that:
 - a. Have an expected normal useful life beyond one year and a unit acquisition cost of at least \$7,500.00.
 - b. Is a firearm (which is capitalized regardless of cost).



Revocation Of Privileges

The use of the CAL CARD is a privilege not a right. CAL CARD cardholders are expected to maintain the highest standards of ethics when using the card. CAL CARD's may be revoked at any time at the discretion of the County Executive Officer (or their designee). A cardholder's privilege will be revoked if the cardholder continually misuses the CAL CARD.

"THREE-STRIKE RULE" IS IN EFFECT:

- The first improper use of the CAL CARD will result in a review of the County of Imperial Procurement Services CAL CARD Policy with the cardholder by the Purchasing Agent (or their designee).
- The second improper use of the CAL CARD will result in a written memo to the cardholder immediate supervisor, and the department head of the cardholder to inform about the improper use and warn about potential suspension or termination of card use for the cardholder.
- The third instance of improper use will result in suspension of card use or termination of card use. Also, a written memo to the cardholder immediate supervisor, and department head of the cardholder to inform about the suspension or termination of card use due to improper use.

EXAMPLES OF MISUSE:

- Improper purchases.
- Frequently lost receipts.
- Failure to reconcile monthly statements by the 10th of every month.
- Failure to complete and maintain supporting documentation.
- Failure to comply with the intent and details of the CAL CARD Policy.



Area Of Responsibility

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 the County of Imperial Procurement Services.

CARDHOLDER

The cardholder is responsible for:

- Security of the CAL CARD
- 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.
- Compliance with the County of Imperial Procurement Services Policy for the CAL CARD's use.

APPROVING OFFICIAL

The Approving Official (SUPERVISORS, MANAGER, AND/OR DEPARTMENT HEAD) is responsible for:

- Reviewing all charges.
- Ensuring all purchases are appropriate.
- Ensuring no prohibited item has been purchased.
- Ensuring all proper documentation is attached to the monthly Imperial County CAL CARD Distribution of Charges Form. (SEE ATTACHMENT D)



Area Of Responsibility

BUSINESS SERVICES

The County of Imperial Auditor-Controllers and Procurement Services will jointly administer the CAL CARD program and are responsible for the accumulating, reporting, coordinating, and evaluating all aspects of the program.

Once approved by the County Executive Officer (or their designee), the County of Imperial Procurement Services will administer the ordering and issuance of the new CAL CARD's 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. The County of Imperial Procurement Services may intervene in a CAL CARD purchase dispute if a cardholder cannot resolve the issue with the bank.

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

The County of Imperial Procurement Serves conducts initial cardholder training upon issuance of a new card. New cardholders are presented with a copy of the CAL CARD Policy for their reference and are advised that the CAL CARD Policy is also posted on the County of Imperial Procurement Services website under "PURCHASING/CAL CARD POLICY".

Periodic refresher training, generally annually, is provided by the County of Imperial Procurement Services to Approving Officials, department heads, and cardholders.



Emergency Purchases

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. Without such acquisitions action, 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 CAL CARD is used to purchase an on-site emergency service, the cardholder must contact the Purchasing Agent (or their designee) 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.
- Program impact if service had been filled through normal ordering procedures.
- Emergency purchases may be made in compliance with Government code 23403, and County ordinance 2.52.040

NOTE:

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.



Emergency Purchases

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 obtain 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.
- Shipping charges

MAJOR EMERGENCY OR DISASTER

Cardholders in the office of the County Executive Officer, 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 Imperial County CAL CARD Request Form (SEE ATTACHMENT A) is required when requesting to temporarily raise a spending limit on a CAL CARD. The Approving Official is required to contact the County of Imperial Procurement Services to request the spending limit be returned to normal levels after an emergency or disaster.



Monthly Reporting & Reconciliation Responsibility

HOW TO RECONCILE THE CAL CARD ACCOUNT

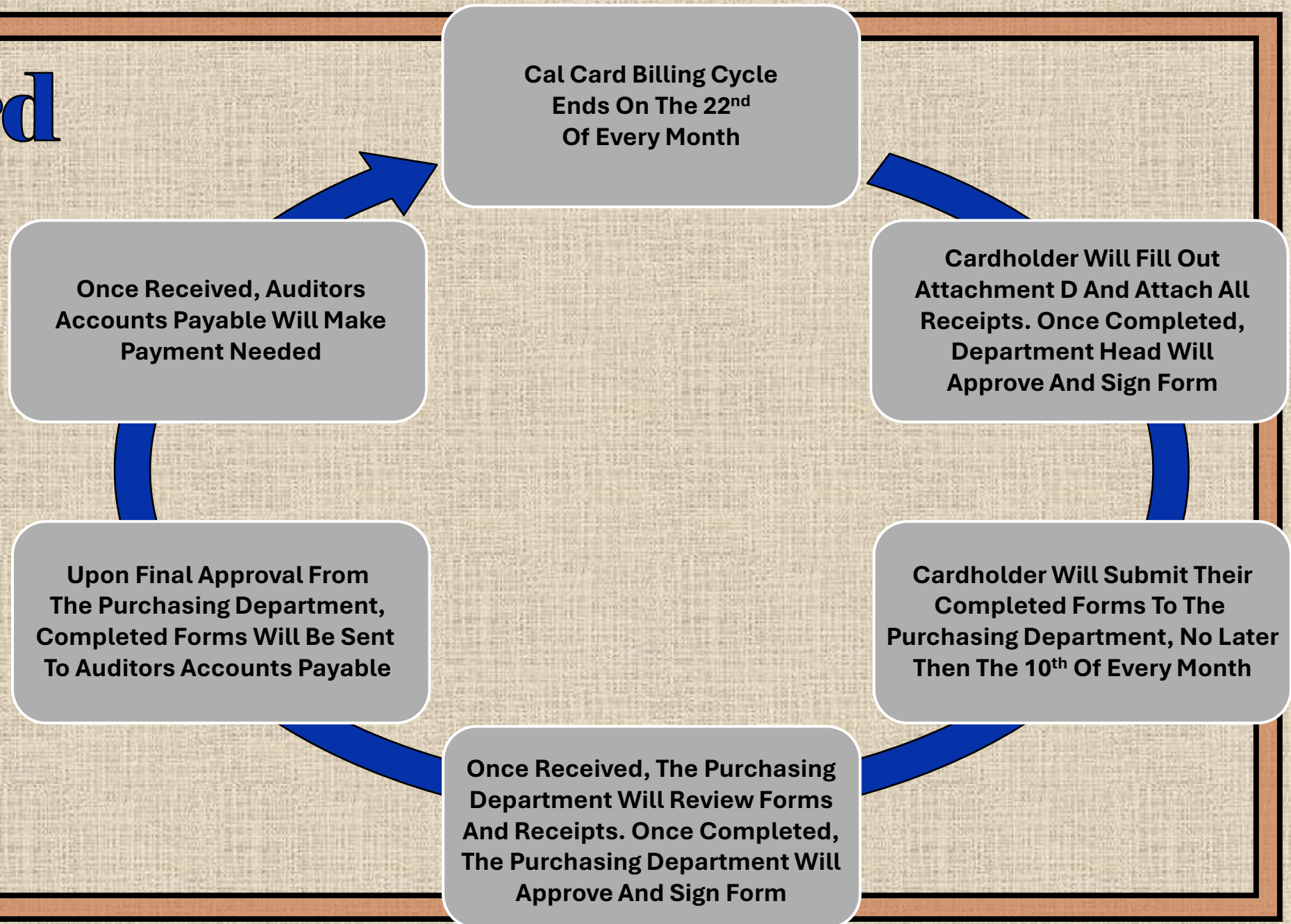
At the end of each billing cycle, which is generally the 22nd of each month, the cardholder will receive a statement from U.S. Bank and must complete a transactions log to approve the CAL CARD transactions.

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

- 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.
- If an item is billed incorrectly, the cardholder must provide a complete explanation on the monthly statement.
- If fraudulent charges are detected, the cardholder is required to contact U.S. Bank immediately at (800)344-5686 or outside the US at (701)461-2010.
- 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.
- The cardholder shall approve/sign/date the bank statement and Imperial County CAL CARD Distribution of Charges Form.
- By the 10th of every month, the cardholder shall attach receipts/invoices and other documentation to the bank statement and forward to the County of Imperial Procurement Services as follows:
 - ✓ 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.
 - ✓ One (1) copy of the bank statement and invoices/receipts are to be kept by the cardholder for 90-days.



Cal Card Cycle



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 of Imperial Procurement Services Department 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.

- **Disputed items should be first reported to U.S. Bank customer service at 800-344-5696 or 888-994-6722 by the cardholder who has the details of the disputed transaction. This reporting starts the clock for the time limitation statutes for reporting and the bank can start an investigation immediately.**
- **The cardholder shall notify the County of Imperial Procurement Services Department of the details of the dispute.**
- **Any supporting details of why the item is being disputed must be included with the cardholder's monthly statement.**
- **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.**



ATTACHMENT A



Imperial County CAL CARD Request Form

New Update Temporary

Date: _____ Temporary Duration Period: _____

Department Name: _____

Cardholder Name: _____
(MUST BE FULL LEGAL NAME ON CARDHOLDER'S DRIVERS LICENSE)

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-Mail: _____

PLEASE PROVIDE JUSTIFICATION FOR CAL CARD REQUEST:

Department Director/Deputy Director/Manager Name: _____

Telephone Number: _____

REMINDER:

**NO FIXED ASSETS OR SERVICES MAY BE PURCHASED WITH THE IMPERIAL COUNTY CAL CARDS.
CONTACT THE PURCHASING DEPARTMENT FOR ANY QUESTIONS CONCERNING CARD USAGE.**

The department will be responsible for monitoring and reviewing the use of the CAL CARDS issued to their staff members. Approving Official(s) and cardholder(s) will ensure that sound procurement practices are maintained utilizing the established County of Imperial policies and procedures.

Single Purchase Limit: \$ _____ (Up to \$2,500.00)

30 Day Limit: \$ _____ (Up to \$999,999.00)

County Executive Officer Approval: _____ Date: _____



ATTACHMENT B



CAL CARD Cardholder Agreement Form

I certify that I have received and read a copy of the County of Imperial CAL CARD Policy.

I have received CAL CARD number _____ with Expiration Date _____.

I understand that transactions are limited as indicated below:

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

Permissible Purchases:

**Please review Section 3 (Authorized and Prohibited Uses)
of the County of Imperial CAL CARD Policy**

I understand that this card may only be used for official County of Imperial business. I will not use this card to make unauthorized, prohibited, or personal purchases. The misuse of this card may subject me to criminal or civil penalties. Any purchases that are in excess of the card dollar limits, or outside of the approved commodity or merchant categories are unauthorized, as is use of the card by anyone other than the cardholder. I understand that unauthorized use of the card may result in temporary suspension or revocation of CALCARD and payment for unauthorized charges. Situations may arise when I will need to reimburse the County of Imperial for certain charges. I will reimburse the County of Imperial within 30 days of the charge. If no reimbursement has been made within 30 days, I authorize the County of Imperial to deduct the charges from my payroll check on the next pay period.

I understand that I am responsible for the card's safekeeping at all times. I will immediately notify U.S. Bank, County of Imperial Purchasing Department, and the Approving Official in the event that my card is lost or stolen, or if I believe the 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 Items" form per the current procedure.

I understand that the County of Imperial has the unconditional right to cancel the cards issued to me at any time. In the event that the County of Imperial cancels the card issued to me, or prior to separation from service, I will immediately cut them in half and return them to the Purchasing Department or Approving Official.

I understand that this 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 this card to the Approving Official of the card.

Employee Name: _____ Date: _____

Signature: _____ Department: _____

ATTACHMENT C



CAL CARD Use and Security Best Practices

Your county issued CAL CARD is the property of the County of Imperial. All cards when not being used should be stored in a secure and safe location.

It is essential to protect your card, it is also important to take precautions when selecting what devices are utilized to place online orders with your CAL 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 CAL CARD purchases and that device is lost or stolen, immediately contact U.S. 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 the 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" appears in the website 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 e-mail.
- 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 U.S. Bank customer service at 800-344-5696 when there is a 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 the credit card information.

The cardholder/department adheres to the written terms and agreements contained in the County of Imperial CAL CARD Policy and the CAL CARD Cardholder Agreement Form.

The cardholder/department instructs all authorized users of the above-mentioned guidelines, and periodically reminds users of the accountability requirements.

The cardholder/department reviews CAL CARD monthly billing to confirm the card's use is limited to purchases for the benefit of the county.

Should a cardholder terminate employment with the County of Imperial or transfer between departments, the user department has the specific obligation to reclaim the CAL CARD and return it to the County of Imperial Purchasing Department prior to the employee's termination date.



ATTACHMENT E



Imperial County CAL CARD Special Request Form

Date: _____

Requesting Department: _____

Cardholder Name: _____

Phone #: _____ E-Mail: _____

SPECIAL REQUEST ITEM(S) DESCRIPTION:

PLEASE PROVIDE JUSTIFICATION FOR SPECIAL REQUEST:

DEPARTMENT DIRECTOR/DEPUTY DIRECTOR/MANAGER ONLY

Printed Name: _____ Signature: _____

PURCHASING AGENT ONLY

Signature: _____ Date: _____

Questions

For more detailed information, please review the County of Imperial Cal Card Policy (PUR-PO-002-2024) and other forms on the Imperial County Purchasing Department Intranet.

<https://intranet.imperialcounty.org/purchasing-centralized-mail/>

