



**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No. 390	Date Issued: May 27, 2010
Section: 300 – Fiscal Policies	Date Revised:
Accreditation Standards: CALEA 2.4.4	
SUBJECT: AUTHORITY ISSUED CREDIT CARDS (Cal-CARD)	
APPROVED: _____	
Board Chairperson	

1.0 Purpose

- 1.1 To provide instructions on the proper use of Authority issued credit cards.
- 1.2 Through a State of California Master Service Agreement, US Bank Government Services provides a Visa bankcard service referred to as a CAL-Card.

2.0 General Information

- 2.1 Authority issued credit cards are for the exclusive use of the individual it is issued to. It may not be delegated. The card is to be used for official Authority business and may not be used for personal purchases. Unauthorized purchases could result in immediate and permanent cancellation of your card and/or disciplinary actions.
- 2.2 Prior to receiving a card, employees must sign a “Santa Cruz Regional 9-1-1 Credit Card Cardholder Agreement”. In signing this form, you acknowledge:
 - a. Receipt of your card
 - b. Your credit limits
 - c. An understanding of the rule/procedures of the Authority issued credit card program.
- 2.3 Authority issued credit cards shall only be used for authorized Santa Cruz Region 9-1-1 purchases.
 - 2.3.1 Each transaction is limited to \$1,000 or less. If necessary, the General Manager can authorize you to exceed the limit for a specified

transaction.

2.3.2 All Authority purchasing policies and procedures will apply to credit card purchases.

2.3.3 Authority issued credit cards can be used for emergency purchases. In all cases, employees shall try to obtain prior approval for purchases.

3.0 Procedure

3.1 Employees are required to:

1. Retain all vendor invoices and receipts and provide such with their monthly statement.
2. Reconcile credit card statements with the vendor statement monthly.
3. Resolve any discrepancies with vendors.

3.2 Upon receipt of monthly statement:

1. Review statement for accuracy.
2. Attach a receipt or invoice for each transaction that clearly shows the item(s) purchased.
3. Sign the statement and return to the Business Office within five working days.

3.3 Travel/Meals

3.3.1 In conjunction with Policy 350 – *Travel*, Authority issued credit cards can be utilized for authorized travel purchases, including:

- Conference fees
- Accommodations
- Air Travel
- Parking

3.3.2 Authority issued credit cards shall not be utilized for any individual meal purchases.

3.3.3 With prior approval from the General Manager, Authority issued credit cards may be used for group meal purchases associated with Authority business.

4.0 Lost or stolen credit cards

4.1 Lost or stolen credit cards shall be reported to US Bank by calling 800-344-5696 as soon as possible.