

## Business and Operations

### CREDIT CARD PURCHASING

SR 3302.01

**Purpose:**To provide flexibility and convenience for purchasing and conference costs.

**Timeline:**Payment must be made immediately upon receipt of statement.

#### PROCEDURE:

1. All requests for issuance of a credit card must be approved by the department Director and responsible Cabinet member. Cardholders must complete the [Credit Card Acceptance](#) before issuance of CAL-Card.
2. The Cardholder is responsible for ensuring the bank card is used appropriately and all purchases are in compliance with the County Office purchasing Policies and Regulations.
3. CAL-Card can be used to purchase goods in person, by mail, by telephone or online.
  - a. If the purchase is made online a screen print must be saved for use as a receipt.
  - b. **A purchase order, payable to U.S. Bank, Corporate Payment Systems, must be completed for instructional supplies or equipment purchases over \$500 (single item) to encumber funds.**
  - c. **All purchases must have department Director pre-approval.**
4. If the item for purchase is equipment, factors must be considered in determining whether a product is a "good quality/price", which is determined by the following:
  - a. Warranty period;
  - b. Whether the product was designed for commercial or home use,
  - c. Repair options such as: in-house repair or repair by returning to vendor

All technology purchases must be reviewed by the Technology Support Services Department prior to purchasing with CAL-Card.

5. For all purchases that must be inventoried (\$250 or more), a copy of the receipt or online order screen print must be forwarded to the Receiving Department. The appropriate account code must be included on the copy.
6. Phone, online, and mailed orders must be shipped to the Receiving Department.
  - a. The Receiving Department must be notified of shipment prior to receipt. Notification can be in the form of screen print of online order, copy of mail form, or email.

**Note:** Failure to notify receiving department may result in disciplinary action, revocation of CAL-Card privileges or both.

- b. All items picked up by the employee with a value of \$250 or more **MUST** be delivered to Receiving Department within five (5) days to be entered into inventory.
7. An itemized receipt/invoice **MUST** accompany shipment and include the

following:

- a. Description of goods purchased
  - b. Quantity purchased
  - c. Price per item
  - d. Amount of sales tax and total amount
  - e. Shipping charges
8. Cardholder is responsible for reconciliation with bank statement. (Small receipts should be taped on an 8.5 x 11 sheet of paper.)
  9. Cardholder will maintain a [log](#) of all CAL-Card purchases.
  10. Cardholder is responsible for requesting duplicate copies of lost receipts/invoices. Receipts/invoices MUST accompany statement.

## MENDOCINO COUNTY OFFICE OF EDUCATION

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**Date Adopted:** 03/01/2003

**Date Revised:** 07/01/2010