
CAL CARD PROCESSING
(PUR-P009)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process for purchase order procurements by use of Cal-Card for the Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Purchasing Supervisor
- 2.2 Purchasing Buyers

3.0 APPROVAL AUTHORITY

- 3.1 Director of Purchasing _____
Signature Date

4.0 DEFINITIONS:

- 4.1 Cal-Card: Procurement credit card
- 4.2 Requisition: An official request to purchase products or services
- 4.3 Online: Internet Explorer
- 4.4 Shopping Cart: Place within a website to hold items selected to purchase
- 4.5 Check Out: Place within a website to insert bill to/ship to/payment information
- 4.6 CCV Code: 3-digit security code on back of Cal-Card to prevent fraudulent use

5.0 PROCEDURE:

- 5.1 Purchasing Services Department receives approved requisition via Escape System
 - 5.1.1 Purchasing Staff will review for vendor information, special instruction and cost of purchase to determine procurement by Cal Card.
- 5.2 Open Internet Explorer and access vendor's website address
 - 5.2.1 Search requested items and add to shopping cart
 - 5.2.2 Check out and enter the required information
 - 5.2.3 Review and submit order
 - 5.2.4 Print receipt/confirmation page
- 5.3 Open approved requisition in Escape System
 - 5.3.1 Insert, verify and review requisition with the required information
 - 5.3.2 Print the purchase order and place "On Hold" status
- 5.4 Distribution of copies of purchase order
 - 5.4.1 One copy retained in warehouse Cal-Card file
 - 5.4.2 One copy filed in buyer's designated binder by date of purchase
 - 5.4.3 When order received at district warehouse, warehouse staff will check in and receive items in the Escape System
 - 5.4.4 The warehouse copy of the purchase order, packing lists and delivery slips are retained with the buyer

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- 5.5 Reconciliation of Cal-Card US Bank Statement
 - 5.5.1 Review and document charges/credits/required information.
 - 5.5.2 Open the standard Monthly Cal-Card transaction spreadsheet to reconcile against the cardholder statements
 - 5.5.3 The Monthly Cal-Card transaction spreadsheet and cardholder statement is reviewed and signed by Purchasing Supervisor and/or Purchasing Director

- 5.6 Disputed Charges
 - 5.6.1 Call Merchant to resolve dispute
 - 5.6.2 If necessary, complete Cardholder State of Questioned Item form and fax to U.S. Bank
 - 5.6.3 Written documentation may be required before a reversal can be processed.

- 5.7 Fraudulent Charges
 - 5.7.1 Do not complete Cardholder Statement of Questioned Item form
 - 5.7.2 Call US Bank Customer Service and report compromised charge
 - 5.7.3 Report to Purchasing Supervisor/Director
 - 5.7.4 Write the word "Fraud" next to charge of cardholder bank statement with other necessary information
 - 5.7.5 Issuance of new Cal-Card may be required

- 5.8 Lost or Stolen Cards
 - 5.8.1 Immediately notify US Bank Customer Service and Purchasing Supervisor/Director and provide the necessary information
 - 5.8.2 Purchasing Director will obtain new Cal-Card

6.0 ASSOCIATED DOCUMENTS:

- 6.1 On-line purchase order and associated hard copies
- 6.2 Cardholder Statement
- 6.3 Standard Monthly Cal-Card Transaction Spreadsheet (PUR-F002)
- 6.4 Cardholder Statement of Questioned Item Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Purchase Order	Escape	5 years	Permanent	Secured Warehouse
Cardholder Statement	Purchasing Services Binder	5 years	Shred	Secured Warehouse

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/21/07	A	Initial Release