

# Credit Card Acceptance

Mendocino County Office of Education

I, the undersigned have received my CAL-Card training on \_\_\_\_\_ and been given my card and procedures.

I agree to utilize the CAL-Card program in accordance with the MCOE Policies and Procedures and any updated training material.

I understand that the CAL-Card is not to be used for personal business or personal use.

I understand and agree that if I inadvertently use the MCOE CAL-Card for a personal purchase I will be responsible for reimbursing the County Office. The reimbursement (personal check) for that purchase will accompany my cardholder monthly statement on which the personal charge occurs.

I also hereby give permission in advance to the MCOE payroll department to deduct any amount of purchase from my next regular payroll check if I fail to reimburse the County Office as stated above.

I further understand that any misuse of the CAL-Card program may result in the revocation of my CAL-Card account.

Single purchase limit: \_\_\_\_\_

30-day spending limit: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

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

## HOW TO ACTIVATE YOUR CAL-CARD:

Call the toll free number provided in your envelope.

- A. Enter your 16 digit personal account number (on your card).
- B. Enter your business zip code (95482)
- C. Enter your designated four-digit number: \_\_\_\_\_
- D. Enter your business phone number: (707) 467-\_\_\_\_\_

**Original must be returned to Debbie Courtney, MCOE Business Services, within three (3) working days.**