

Business and Operations

USE OF CREDIT CARDS

SP 3302.00

The County Superintendent understands that purchases can't always be done using the purchase order process. The County authorizes the issuance of a limited number of CAL-Cards through the CAL-Card program to specified employees. Examples of Cal-Card use are:

- hotel accommodations
- conference registration and expenses, when appropriate (request for travel must have pre-approval - see TRAVEL REQUEST policy.)
- vehicle rental
- airline
- instructional materials up to your single daily purchase limit
- Equipment with dollar value up to your single daily purchase limit

The following uses are strictly prohibited:

- meals
- airphone
- alcoholic beverages
- art work
- cash advances
- carpeting
- consultants, instructors, and speakers
- centralized maintenance agreements
- facility improvements
- lease/purchase agreements
- personal items
- personal services
- rental agreements (other than vehicles)
- service agreements
- wire transfers

Each CAL-Card holder is limited to the Merchant Activity (spending limit) and Purchase Type specific to their job requirements. Authorized CAL-Card holders shall use discretion when using CAL-Card for purchases. All purchases which can be made in advance by using the purchase order procedure SHALL take precedence over using a CAL-Card. This allows normal authorization to take place for such purchases.

Legal References:

Education Code, 38111-38112

Government Code, 54201-54202

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: 07/01/2010