



TEHAMA COUNTY DEPARTMENT OF EDUCATION Procedures for CAL-Card Usage

CAL-cards are issued to individual employees upon the approval of their supervisor and the County Superintendent. Requests for cards are to be submitted on a CAL-card request form to Carol Stephens, CAL-Card Program Administrator.

Unless otherwise requested, single purchase limits are set at \$1,000 and monthly purchase limits at \$5,000.

When issued a CAL-Card, employees are required to sign an Acceptance of US Bank One Card form. Assignment is based on the need to purchase materials for the department and/or to provide for business travel. CAL-Cards are not for personal use and shall not be used to purchase alcohol or tobacco. All cards are blocked from cash advances.

After you use the CAL-Card, the receipt shall be given to the staff member responsible for processing requisitions in your department. If the purchase is NOT related to travel please follow the directions below:

1. Login to Escape.
2. Click on Finance, Requisitions, Vendor Requisitions. A window will pop up "Search Criteria – Vendor Requisition."
3. Click on New. A pop down list will appear. From that list choose your department.
4. From there Requisition/Vendor Information is to be completed. Fill in the Order Location.
 - In the comment section you will write what you purchased (office supplies and where you ordered them from)
 - The default under Vendor Information – order type is *PO with Receiving*. The order type for these purchases will be "Direct Payment."
 - The Vendor ID will always be US Bank. If you type US and hit F4 it will bring up US Bank. Double click on that and it will automatically fill in the vendor number and address information.
 - Under "Order Information" you will enter information on taxes and shipping.
 - There is no need to fill in anything under Sections 5, 6, and 7.
5. From there click on the tab "Items" and choose "New." Here is where you will enter each purchase on the invoice/receipt. For example, if you purchased file folders, pens, staples, and a ream of paper you would list each item individually. After entering each item click on "Save/New" to bring up the next line. Be sure to "Save/Close" after entering the last item.
6. From there click on the tab "Accounts" and choose "New." Here is where you enter your budget code(s).
7. From there go to the menu across the top of the page. At the end of the row on the right, click on the down arrow under "Tasks" and choose submit.
8. From there, write the requisition number on the receipt and keep it in your folder/binder until the US Bank statement arrives. Statements are received around or before the 20th of the month.
9. When you receive the US Bank statement, attach the receipts/invoices in order as they appear on the statement. Reconcile the statement and submit it to Accounts Payable within five working days.

For TRAVEL Related Purchases

You should have already submitted a "Travel Requisition" in Escape and have a Requisition Number that starts with TR. When you receive receipts/invoices related to travel just write the Travel Requisition number on the receipt and hold onto it until the US Bank statement arrives. Attach it to the statement and submit to Accounts Payable within five working days. If the receipt/invoice is smaller than 8.5x11 in size please tape it onto an 8.5x11 piece of paper. If you used the CAL-card for meals and went over the allowable per diem you will need to attach a personal check for the amount over the per diem. For example: you spend \$15 for lunch - you would attach a personal check for \$3 made payable to TCDE.