



Credit Card Policy & Procedures

POLICY

The Commission will participate in the CAL-Card Purchasing Card Program as part of its purchasing process. This program was established through a State of California Master Service Agreement with U.S. Bank International Merchant Purchase Authorization Card ("I.M.P.A.C.") Government Services to provide Visa® bankcard services. The program is intended to streamline payment procedures.

The CAL-Card program allows authorized cardholders to purchase necessary Commission items or services using the CAL-Card.

CONTROL PROCEDURES

Authorized Cardholders:

The Executive Director has the authority to designate staff positions eligible for a CAL-Card based on demonstrated need. Need will be determined by responsibility for purchasing and degree of travel. Each cardholder will sign a certification and receipt of the CAL-Card. The Cardholder will certify that the CAL-Card will be used for official Commission business and that they have read the manual and understand the CAL-Card Program, including authorized and prohibited CAL-Card use restrictions.

Authorized Use:

Examples of authorized use include, but are not limited to:

- Travel costs for approved travel to conferences, meetings, etc. in accordance with the Employee Handbook;
- Supplies required for Commission operations; and
- Other budget approved purchases required for Commission operations (i.e. conference registration, etc.).

The CAL-Card may specifically not be used for:

- Personal expenses; and
- Cash advances.

Limits:

I.M.P.A.C. will include authorization controls for Commission cardholder accounts. When a merchant seeks authorization for a purchase from I.M.P.A.C., the cardholder's single purchase limit, 30-day limit, and the type of merchant are verified prior to authorization of the purchase.

Commission Limits	Single Cardholder	Agency Cardholder*
Single transaction limit	\$1,500.00	\$2,500.00
30-day limit	\$3,000.00	\$6,000.00

* The Director of Operations is the designated "agency cardholder".

CAL-Card Purchasing Process:

In accordance with the Commission's procurement procedures, all purchases, regardless of dollar amount, require prior approval through a purchase requisition before a credit card purchase is made. Following the Commission's internal controls, the Executive Director will review and approve all purchase requisitions over \$1,000. The Director of Operations will review and approve all purchase requisitions under \$1,000.

If a purchase is made without prior approval, the cardholder may be liable for any unauthorized purchase and could be required to pay back the Commission.

The cardholder shall obtain an itemized receipt for all credit card purchases for purposes of supporting documentation and the reconciliation process. Subsequent to each purchase, the cardholder shall submit the approved purchase requisition and the itemized invoice/receipt to the Fiscal Administrator.

Statement Review and Payment Approval Procedures:

- At the end of each billing cycle, I.M.P.A.C. will provide a statement listing each cardholder's transactions during the billing cycle. If there has been no activity during the billing cycle, no statement will be received. The Commission will also will receive a composite report listing activity for all cardholders.
- In accordance with the Commission's accounts payable process, the following internal control procedures will be followed:
 - The Fiscal Administrator will review the transactions on each cardholder's statement and attach appropriate supporting documentation (i.e. purchase requisition, itemized invoice/receipt) containing the purchase description and listing the specific business purpose.
 - Each cardholder will attest to the accuracy and appropriateness of the transactions by signing the statement.
 - The Director of Operations will review and approve the statement(s) for payment.

- The Executive Director will sign approved processed checks. Second signatory, as designated, will be required for any check over \$2,500.00.
- There is no annual fee for a Cal-Card and the program is provided at no-cost. Payment terms are 45 days from the date of each monthly statement of account. Payments shall be processed within the 45 day period to avoid late penalties. Late penalties are assessed if paid after the 46th day.

GENERAL PROCEDURES

Changes to Existing Cardholder Accounts:

Requests for changes to existing cardholders must be approved by the Executive Director or their designee. Some changes warrant re-issuance of a CAL-Card (i.e. name change), while others do not (i.e. restrictions on merchant types). In the case that a CAL-Card must be re-issued, the cardholder will surrender his or her existing CAL-Card in exchange for the re-issued CAL-Card.

Disputed Claims:

If there are questioned items that appear on the statement, the cardholder shall follow CAL-Card's established procedures.

Termination of Cardholder Accounts:

Upon termination of employment with the Commission, cardholder accounts will be immediately closed and CAL-Cards will be collected during the exit interview process with the Director of Operations or the Supervisor. The Director of Operations will destroy the CAL-Card and notify the Fiscal Administrator of the termination date for credit card payment purposes.

Lost or Stolen Credit Cards:

In the event that a cardholder loses or suspects his or her CAL-Card has been stolen, the cardholder must immediately report this to:

- I.M.P.A.C. Customer Service (800) 227-6736, and
- The Director of Operations.

Fraud Activity:

U.S. Bank's Fraud Prevention Unit continually monitors accounts in an effort to prevent and stop fraud activity. In the event that fraud activity is suspected, the cardholder may be contacted by U.S. Bank's Fraud Prevention Unit to inform them of the suspected activity.