

Unit Order #7

RISK MANAGEMENT BUREAU - UNIT ORDER



"Mitigate Loss & Control Liability"



UNIT ORDER # 7

SUBJECT: CAL-CARD PROGRAM

PURPOSE

The Sheriff's Department adopted the CAL-Card Program in 2002 to provide a more efficient, cost-effective method of purchasing and paying for small dollar transactions. The program is designed to streamline a variety of processes including petty cash, requisitions, and non-agreement type purchases. It is not intended to circumvent any existing purchasing procedure, policy, statute, or law.

SCOPE

All personnel assigned to, or working on a temporary basis at, Risk Management Bureau.

ORDER

Guidelines of Issuance

All requests for CAL-Cards must be submitted on the "CAL-Card Participant Request Form" (SH-AD-32). The request must come from the unit commander

or above and sent to the director of Fiscal Administration through the division budget representative. The request form must include:

- Cardholder's full legal name (First, Middle, and Last Name);
- A written justification for the card;
- Its planned usage;
- Estimated annual expenditures;

- Funding source (i.e., unit code); and
- Division chief or division director's approval.

Upon acknowledgment by the division budget representative, the request will be forwarded to the director of Fiscal Administration for approval by the Administrative Services Division (ASD) division director.

Unit Commander or Designee Responsibilities

- Review, match, and approve the **original** cardholder's bank statement, Monthly Transaction Log, and receipts for each cardholder;
- Ensure the purchases are appropriate and reconciled (sign, date, and unit code) and send completed monthly package to the division budget representative;
- Request cancellations as needed of a CAL-Card; and
- Retain CAL-Cards and notify the division budget representative of cardholders who are leaving the Department, terminating county service, or transferring to another unit.

Late Submittals

It is the unit commander's responsibility to ensure the cardholder submits a timely reconciliation each month without being prompted by the Accounts Payable Unit. Cardholders who are consistently late (e.g., two or more times) with monthly submittals or fail to submit **original** statements, logs, and receipts will face temporary suspension or cancellation of their card **without prior notice**.

The unit commander and cardholders are subject to independent review and monitoring by the Department's Internal Audit Section.

Division Budget Representative Responsibilities

- Receive CAL-Card requests and forward the original to Fiscal Administration, General Accounting Unit;
- Notify requester of CAL-Card training and card issuance guidelines;
- Acknowledge receipt of the **original** cardholder bank statement, Monthly Transaction Log, and receipts; and
- Sign and date the transaction log and forward to Accounts Payable by the 10th of the month.

Cardholder Responsibilities

A cardholder is an individual designated by the program coordinator and unit commander to be a CAL-Card recipient and make Sheriff's Department purchases. The cardholder must be a **permanent** Sheriff's Department employee.

NOTE: The CAL-Card Participant Request Form and Monthly Transaction Log can be found in the Department's Forms and Document Center.

Roles/responsibilities include the following:

- Receive CAL-Card usage training (Mandatory);
- Sign the CAL-Card Cardholder Agreement;
- Review the cardholder bank statement (available online) and verify information is correct. Identify any "questionable items," and attach all **original** receipts;
- Tape smaller size receipts to an 8 ½ x 11 sheet of paper to avoid losing documentation;
- Complete the Monthly Transaction Log and forward completed package to the unit commander on or before the 5th of the month following the bank statement date, regardless of whether or not there are transactions for that statement period;
- If the cardholder is unavailable to review their bank statement, a supervisor shall compile and submit the package to the unit commander;
- Security of the card (including immediate reporting of lost/stolen card);
- Executives who use the CAL-Card for travel **MUST** book through the County's travel agency;
- Immediately resolve all questionable items or disputes directly with the vendor and/or the U.S. Bank representative;
- Payments to Uber, Lyft, and other ride-sharing apps are NOT allowed;
- If the purchase limit is reached and an emergency arises, a memo from the cardholder's unit commander to Fiscal Administration's director will be required for an increase of the card's limit; and
- Under no circumstances shall the cardholder allow anyone to use their card. Using someone else's card constitutes fraud and will be cause for disciplinary action up to, and including, cancellation of the card.

Late Submittals

Cardholders who are consistently late (e.g., two or more times) with monthly submittals or fail to submit **original** cardholder bank statement, Monthly Transaction Log, and receipts will face temporary suspension or permanent cancellation of their card **without prior notice**.

****Cardholders shall immediately report a lost or stolen CAL-Card to U.S. Bank Customer Service at 1-800-344-5696 and Fiscal Administration General Accounting at (213) 229-3303 or (213) 229-3234. Additionally, the unit commander shall adhere to the Manual of Policy and Procedures Section 4-19/055.00 - Lost Cards, Form SH-R- 49.**

FORMS

Cal Card Request Form

Cal Card Monthly Transaction Log
