

## Cal Card Procedure (Budget and Accounting Analyst=BAA)

**-Cal-Card main statement-** Will receive the document via snail mail. Arrival of the document will be approximately be the last week of the month. The document provides monthly information on all Cal-cards with activity for that month.

**-Cal Card Log** - The spreadsheet is used to log individual Cal-Card activity for the month. As Cal-Card come in completed from the Cal-Card holder the supporting documents will be verified by BAA. Once verification is completed the log will reflect the completing by removing the highlight from individuals name.

**-Cal-Card Guidelines** -Provides guidelines on how too properly use the district credit card, statement requirements, and restrictions. Also covers the required documentation needed before being submitted into the Business Office. **Due dates of when purchasing should stop should be included.**

**-Cal-Card Summary** -The summary page is used for the business office for reconciliation of the district credit card statement.

**-Cal Card Checklist** –Check list provided by the Cal-Card holder assuring the following have been complete.

- Checked all the charges in your statement are accurate and belong to you. (Any fraudulent charges should be reported to Lindsey Gaddis X4114)
- Does your [Cal-Card summary](#) include all of your statement charges.
- Did you provide all required documentation. (Itemized receipts attached and in order, taped any loose receipts to 8x11 paper, [missing receipt affidavit](#) ect.)
- Are you sure about the budget code you are using? If not ask Lindsey Gaddis X4114
- Do all budget codes provided exist. (Check with ACBL(provide procedure))
- Do all budget codes provided have sufficient budget. (Check with ACBL)
- Did you follow all [Cal-Card guidelines](#).
- Did you sign the Cal-Card check list below.

Cal-Card contains a master sheet which BAA is required to create a copy and rename in order to maintain a tab for each monthly Cal-Card period.

-To create a copy right click on the master tab and the below menu will pop up.

-Select the Master worksheet

-Check the create a copy box.

First Name	Rcv'd	Notes	Voucher #	Date Paid	Amount Due	Credit	Personal	Disputed	Outstanding	not vouchered
Laura	Y								-	0
Ashley	Y								-	0
Michelle	Y								-	0
Brad	Y								-	0
Julia	Y								-	0
Denise	Y								-	0
Garry	Y								-	0
Julia	Y								-	0
Cynthia	Y								-	0
George	Y								-	0
Prudence	Y								-	0
Edith	Y								-	0
Brady	Y								-	0
Hillary	Y								-	0
Constantin	Y								-	0
Franz	Y								-	0

Once the above steps are complete a second master sheet will have been created. BAA will rename the sheet under the main statements date.

First Name	Rcv'd	Notes	Voucher #	Date Paid	Amount Due	Credit	Personal	Disputed	Outstanding	not vouchered
Erin	Y								-	0
Ron	Y								-	0
Maggie	Y								-	0
Susan	Y								-	0
Tamara	Y								-	0

BAA will record Credits and Purchases from each individual into the Cal-Card log.

Image of the main Cal-Card statement below. Circled is the information BAA will match and enter in Cal-Card log.

NEW ACTIVITY			
	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$870.07	<b>CASH ADV</b> \$0.00
			<b>TOTAL ACTIVITY</b> \$870.07

Image below is the Cal-Card log spreadsheet reflecting the information from the main Cal-Card statement information entered.

CAL CARDS 2017-2018										
First Name	Rcv'd	Notes	Voucher #	Date Paid	Amount Due	Credit	Personal	Disputed	Outstanding	not vouchered
Julia	Y				870.07				-	0
Denise	Y								-	0
Garry	Y								-	0
Julia	Y								-	0
Cynthia	Y								-	0
George	Y								-	0
Prudence	Y								-	0
Edith	Y								-	0
Brady	Y								-	0
Hillary	Y								-	0
Constantine	Y								-	0
Franz	Y								-	0
Tiffany	Y								-	0
Jose	Y								-	0
Theresa	Y								-	0
Keith	Y								-	0
Gary	Y								-	0
Allison	Y								-	0
Jain	Y								-	0
Tina	Y								-	0
Erin	Y								-	0
Ron	Y				3,430.03				3,430.03	3430.03
Maggie	Y								-	0
Susan	Y								-	0
Tamara	Y								-	0
					4,300.10	-	-	-	4,300.10	4300.1

As individuals Cal-Cards come in and BAA verifies the Cal-Card Checklist is complete. If the checklist is complete the BAA will verify the budget codes provided are the adequate code to use. If the checklist is not complete BAA will research as to why it is incomplete. The BAA might have to complete the checklist if no budget has been loaded and if an over-ride is necessary. BAA will mark off the Cal-Card as received and forward to vouchering process.

Code from a different dept... they have no control over other department

The BAA might have to complete the checklist if no budget has been loaded and if an over-ride is crucially needed with no other options remaining

Cal-Card Vouchering

VOUM

-Voucher date- Period (month) of expense(s)- look at transaction dates on the statement

Example Transaction date 8/11, voucher date should be 8/31

-Invoice Number- all caps CALCARD-4 letters of last name card holder-abbreviated month and year

Example- CALCARD-RATL-AUG17

-Invoice Date- Cal-Card statement date.

-Invoice totals should be "total activity" total on Cal-Card , unless there are disputes or two fiscal years on one statement that must be split.

-Vendor ID for Cal-Cards is 155041- entering this vendor number will populate vendor information.

-Type- CNF (CNF is an accounts payable type)

-Voucher Done- Must say yes in order to process voucher

-Pay Voucher- Must say yes in order to process voucher

-Drill into "Line Items" this will open a different screen (VOIL)

-Under description and line one drill into once again the screen opened now is (VOUD)

-Description

- Line one- Vendor name and transaction date
- Line two- brief description of item purchased
- Line three – last four digits of Cal-Card number

-Price- Enter price of item purchased

-Tax Codes- If no sales tax is charged leave blank and proceed **with step.....** if sales tax was charged proceed this the next step.

- Enter Use Tax