# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>General Information</td>
<td>1</td>
</tr>
<tr>
<td>Cardholder's Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>Manager Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>Accounts Payable Responsibilities</td>
<td>4</td>
</tr>
<tr>
<td>Program Administrator Responsibilities</td>
<td>4</td>
</tr>
<tr>
<td>Prohibited Uses</td>
<td>5</td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td>6</td>
</tr>
<tr>
<td>Reporting Lost or Stolen Procurement Cards</td>
<td>6</td>
</tr>
<tr>
<td>Replacing Procurement Cards</td>
<td>6</td>
</tr>
<tr>
<td><strong>Forms</strong></td>
<td></td>
</tr>
<tr>
<td>- Procurement Card Application and Agreement</td>
<td>8</td>
</tr>
<tr>
<td>- Procurement Card Monthly Purchases Report</td>
<td>11</td>
</tr>
<tr>
<td>- Procurement Card Replacement Request</td>
<td>12</td>
</tr>
<tr>
<td>- Cardholder Statement of Questioned Item Form</td>
<td>13</td>
</tr>
</tbody>
</table>
INTRODUCTION

The State of California Department of General Services entered into a Master Services Agreement for purchase card services with U.S. Bank. The program allows the use of the Procurement Card (Visa) for making small-dollar purchases of materials and services.

Using the Procurement Card, also known as the CAL-Card, will save time and money for the District, largely through consolidating and streamlining paperwork. The Cardholder, in particular, will find the Procurement Card convenient for small dollar purchase of materials and services:

- Making walk-in purchases
- Placing telephone orders
- Placing orders for publications, subscriptions, dues/memberships, etc.
- Confirming hotel travel accommodations

Procedures have been established to provide an easy-to-use process for District Cardholders.
GENERAL INFORMATION

In order to expedite the purchase and accounting of low-cost and infrequently needed items, the District may issue a Procurement Card to an employee whenever there is sufficient benefit to the District.

The issuance of a Procurement Card shall be completed by the Program Administrator, currently the Vice President of Finance and College Operations. The following processes defined within this Procurement Card Procedures Handbook. The Cardholder shall adhere to limits and restrictions that have been specifically assigned to each Procurement Card.

Purchases shall be:

1. Limited to materials and services – **NO EQUIPMENT ALLOWED WITHOUT PRIOR WRITTEN APPROVAL FROM THE DISTRICT PROGRAM ADMINISTRATOR!** Each Procurement Card will be assigned a per transaction and a per monthly billing cycle dollar limit based upon employment and need.

2. For materials and services that are low in cost and required infrequently. (Materials and services required on a frequent or regular basis shall be processed through the established Purchasing System via the Blanket Purchase Order Option.)

3. In compliance with the Marin Community College District Board Policy 6330 and Departmental Guideline Procedures.

4. Shipped to one of the two designated district addresses (if shipping is required):

   Kentfield Campus
   Receiving Department - 120 Kent Avenue, Kentfield, Ca 94904
   
   Indian Valley Campus
   1800 Ignacio Blvd., Novato, Ca 94949

   Any purchases shipped to an alternate address will not be paid by the district and the cardholder will be responsible for the charges.
**NO PERSONAL PURCHASES AUTHORIZED**

**CARDHOLDER’S RESPONSIBILITIES**

1. The requestor shall read, complete and sign the Procurement Card Application and then forward the document to his or her immediate manager for consideration and signature. The President, a Vice President, a Dean or a Director, or authorized administrator, may approve the application as the requestor’s manager.

2. The Program Administrator will review the documents and decide on approval. Once approved, the Program Administrator will process the application and upon receipt of the Procurement Card shall contact the Cardholder. The Cardholder will be provided the Procurement Card Program Agreement to review and sign.

**THE CARDHOLDER SHALL SIGN AND RETURN THE PROCUREMENT CARD PROGRAM AGREEMENT WITHIN TEN (10) DAYS OF RECEIPT OF THE PROCUREMENT CARD.**

3. The Cardholder may then activate the Procurement Card and begin to make purchases.

4. The Cardholder shall obtain original itemized receipts for all purchases. **All receipts must be itemized** and include the following information:
   a. Date of purchase
   b. Vendor name
   c. Description of items purchased
   d. Quantity of items purchased
   e. Price per item purchased
   f. Amount of sales tax
   g. Shipping/handling charges, if applicable.

5. The Cardholder shall fill out the Procurement Card Monthly Purchase Report as purchases are made. This report and the original itemized receipts are to be attached to the Procurement Card Statement. If there are any receipts from a conference, a copy of the approved Request for Travel or Conference Request form must be attached. **This reconciled packet is reviewed and approved by the Cardholder’s Manager and then forwarded to Accounts Payable within five (5) working days after receipt of the Statement.**

6. The Cardholder shall be responsible for any discrepancies with the Procurement Card Statement. Responsibility includes resolving disputes with the vendor, explanation of the specific charge, etc. Disputes with the vendor that cannot be
resolved between the Cardholder and the Vendor shall be forwarded to the Program Administrator.


8. The Cardholder is responsible for advising the Accounts Payable Department of any “credits” due against the Procurement Card Statement as a result of any discrepancies.

9. If there are any disputes, the Cardholder shall complete the “Cardholder Statement of Questioned Item Form,” fax it to the number listed at the bottom of the form, attach a copy to the monthly reconciled packet, and forward a copy directly to the Program Administrator.

10. Failure to meet deadlines for submitting Cardholder’s Procurement Card Monthly Purchase Report and the Procurement Card Statement will result in the following:

   - 1\textsuperscript{st} instance: A warning notice will be sent to cardholder.
   - 2\textsuperscript{nd} instance: Cardholders account will be suspended for duration of 1 month.
   - 3\textsuperscript{rd} instance: Cardholders account will be suspended for duration of fiscal year or 6 months, whichever is longer.
   - 4\textsuperscript{th} instance: Cardholders account will be cancelled indefinitely.
1. Manager consideration and signature of the Procurement Card Application is required before the request will be forwarded through the approval process.

2. The Cardholder’s Manager is responsible for receiving and reviewing the Cardholder’s reconciled packet to ensure the purchases are appropriate, are not prohibited and that proper documentation is included.

3. The Cardholder’s Manager shall forward the signed Cardholder’s reconciled packet to the Accounts Payable Department within five (5) working days after the Cardholder receives the statement. Managers shall be diligent in ensuring Cardholder’s complete their reconciled packet timely.

4. Once a Cardholder’s Manager has approved the credit card statement for the month, that manager accepts responsibility that all items charged is within the guidelines of the program. Manager can be held responsible for approving charges that are not in compliance with the Cal-Card program or other violations of District Policy and Procedures.
ACCOUNTS PAYABLE RESPONSIBILITIES

1. Accounts Payable shall promptly distribute individual Cardholder statement to the Cardholder.

2. Accounts Payable is responsible for processing the payment for the master District statement immediately upon receiving all reconciled Cardholder packets.

3. Accounts Payable shall reconcile Procurement Card Statements involving disputes to apply appropriate credits against appropriate accounts.

4. Accounts Payable is responsible for reviewing Cardholder’s reconciled packets and for maintaining appropriate Procurement Card documentation for annual audit financial reports.

PROGRAM ADMINISTRATOR RESPONSIBILITIES

1. The Program Administrator shall be the liaison between the State Department of General Services Cal-Card Program Division and the Marin Community College District. The District’s Vice President of College Operations is designated the District Program Administrator.

2. The Program Administrator shall be responsible for reviewing and approving the Procurement Card Application Form.

3. The Program Administrator shall be responsible for ensuring Procurement Cards are used appropriately for the purchase of materials and services in compliance with the Marin Community College District Board Policy 6330 and Departmental Guidelines.

4. The Program Administrator shall be responsible for follow-up on unresolved disputes between the Cardholder and the Vendor.

5. The Program Administrator shall be responsible for revoking the Procurement Card for inappropriate use and/or abuse of the Procurement Card.
The Procurement Card shall **NOT** be used to purchase any of the following items:

- Alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District, not used for classroom instruction
- Ammunitions, weapons, or explosives
- Annual Contracts
- * Cash or cash advances
- Consultants and/or speakers
- * Court costs, fines, bail, bond payments
- Gift Cards
- Facilities remodel: carpeting, draperies, etc.
- Flowers, holiday decorations, or personal objects (such as candy, greeting cards, invitations, pictures, radios, art objects, etc.)
- Fuel in personal vehicles
- Food and beverages not associated with business travel or business-related meetings.
- Equipment – over $200*
- Gambling or betting
- Gifts, donations, or contributions to individuals or organizations
- Items for personal use even if Cardholder intends to reimburse the District
- Items for non-District purposes
- Items that would be given away for promotional purposes
- Medical drugs (narcotics) or other pharmaceutical products, not used for classroom instruction
- * Political or religious organizations
- * Purchase of telephone services
- * Rental or lease of buildings
- Service agreements
- * Securities/insurance
- Swag
- Software
- * Tax payments
- Technology equipment, such as iPods, iPads, and other computer electronic equipment
- Telephone equipment/supplies
- Tickets for recreation or entertainment purposes
- Transit passes
- Any other types of purchase that are prohibited in accordance with District policies

* Prohibited by State CAL-Card Program.
The use of the Procurement Card shall **NOT** be used to circumvent:

- The splitting of purchases to eliminate the bidding process
- The scheduling and budgeting of minor capital outlay projects
- The scheduling and budgeting of special repairs

## DISCIPLINARY ACTION

A Cardholder who makes an unauthorized purchase with the Procurement Card or uses the Procurement Card in an inappropriate manner will be subject to revocation of the Procurement Card and disciplinary action which may include restitution to the District for unauthorized purchases, card cancellation, termination of employment from the District, and criminal prosecution. Each Cardholder is responsible for the Procurement Card issued to him/her and compliance to Board Policies 7360 and 7365 and Administrative Procedures 7365.

## REPORTING LOST OR STOLEN PROCUREMENT CARDS

If a Procurement Card has been lost, stolen, or is in the possession of an unauthorized person, the Cardholder shall notify the Procurement Card Company and the Program Administrator **IMMEDIATELY!**

## REPLACING PROCUREMENT CARDS

If a Procurement Card needs to be replaced because it is worn out, defective, lost, or stolen, please notify the Program Administrator.
FORMS
## PROCUREMENT CARD APPLICATION

Request for a CAL-Card Procurement Card for the following employee:

<table>
<thead>
<tr>
<th>Cardholder's Name / Title (Print/type name)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department (Print/type department)</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td>Extension</td>
</tr>
<tr>
<td>Cardholder’s Manager (Print/type name)</td>
<td>Date</td>
</tr>
<tr>
<td>Cardholder’s Manager Approval Signature)</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Purpose**

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### ***TO BE COMPLETED BY DISTRICT PROGRAM ADMINISTRATOR ONLY***

<table>
<thead>
<tr>
<th>Single Purchase Limit</th>
<th></th>
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<tbody>
<tr>
<td>Monthly Purchase Limit</td>
<td></td>
</tr>
<tr>
<td>Merchant Code</td>
<td></td>
</tr>
</tbody>
</table>

Program Administrator (Approval Signature) | Date

Procurement Card Number

Procurement Card Received (Signature) | Date
PROCUREMENT CARD PROGRAM AGREEMENT

In order to expedite the purchase and accounting of low cost and infrequently needed items, the District may issue Procurement Cards to employees whenever there is sufficient benefit to the District. A Procurement Card Application shall be reviewed and approved for forwarding by the requestor’s direct manager. A Procurement Card Application shall be approved by the President, a Vice President, a Dean, a Director or whoever is deemed to be the most appropriate requestor’s manager.

1. Every Cardholder shall be a full-time permanent employee of the Marin Community College District and shall agree to all the terms and conditions of this Agreement.

2. The Cardholder is personally responsible for guaranteeing that all charges are for appropriate District expenses, that purchases are within budget limits, and that the purchase does not violate any law, regulation, or District policy. The Cardholder shall be personally liable to the District for any inappropriate purchases.

The Cardholder shall be personally responsible for the settlement of any and all disputes on any purchases with a vendor. The Cardholder Statement of Questioned Item Form shall be completed, faxed to the number listed at the bottom of the form, a copy must be attached to the monthly reconciled packet, and a copy forwarded directly to the Program Administrator.

3. The Cardholder shall adhere to limits and restrictions that have been specifically assigned to the Procurement Card based upon employment and need. (Limit may be temporarily changed with the approval of the Program Administrator.

4. The Cardholder shall take reasonable precautions with the Procurement Card. These include, but are not limited to the following:

- Keep the Procurement Card in view after providing to the clerk. Retrieve the Procurement Card promptly after the clerk has imprinted the card.
- Avoid signing a blank receipt. Draw a line through blank spaces above the total when signed.
- Destroy all carbons and voided (when a mistake was made) receipts. If the clerk has to keep a voided receipt for the store’s accounting system, obtain a copy.
- Immediately report in writing any questionable charges to the Procurement Card Company and to the Program Administrator.
- **NEVER** lend or give the Procurement Card to anyone for any purpose.
- **NEVER** leave the Procurement Card, receipts, or carbons where anyone can obtain them.
- **NEVER** write a Procurement Card number on a postcard, on the outside of an envelope, on in an unsecured e-mail.
- **NEVER** give the Procurement Card number over the phone unless dealing with a company that is guaranteed legitimate.
- Whenever possible, use only those vendors identified by the Purchasing Department.
The Procurement Card may be revoked for the following reasons:

- The Procurement Card is used for personal or unauthorized purposes.
- The Procurement Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District.
- The Cardholder allows the Procurement Card to be used by or for another individual or department.
- The Cardholder splits a purchase to circumvent a purchase limit assigned to the Procurement Card.
- The Cardholder uses another Cardholder’s Procurement Card to circumvent a purchase limit assigned to either Cardholder.
- The Cardholder accepts a personal gratuity from a vendor.
- The Cardholder uses the Procurement Card to purchase gratuities and gifts.
- The Cardholder duplicates purchase on any other form of reimbursement.
- Reconciled Packet is not completed properly.
- Equipment purchases are made for over $200.
- Purchases made are not within budget limits.
- The Cardholder fails to provide the District Program Administrator with information about any specific purchase including the failure to provide receipts and documentation confirming that charges are authorized or the failure to provide expense transfer documentation that may be necessary to record a purchase properly.
- The Cardholder fails to provide documentation confirming that the charges are approved within the five (5) days after receipt of statement.
- The Cardholder does not adhere to any provision of the Procurement Card Policy and Procedures.
- The Procurement Card is the property of the bank, and it may at any time revoke card privileges under the provisions of its policies and procedures.

Unauthorized use of the Procurement Card is also subject to disciplinary action by the District.

Upon receipt of Procurement Card Statement, the Cardholder shall submit the Procurement Card Monthly Purchase Report and attach to the statement original itemized receipts and forward to his or her Manager. The Manager shall review and approve the reconciled package and forward it to Accounts Payable within five (5) working days after the Cardholder’s receipt of the statement. All charges on the Bank Statement will be passed on to the designated cardholder’s account, including any transaction or annual fees.

I, _______________________________, have read the District’s Procurement Card Procedures Handbook and agree to abide by its provisions.

Cardholder’s Signature

Date
# PROCUREMENT CARD MONTHLY PURCHASE REPORT

<table>
<thead>
<tr>
<th>Cardholder Name</th>
<th></th>
<th>Ext</th>
<th></th>
<th>Stmt. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Print/type name)</td>
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<table>
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<tr>
<th>Manager Name</th>
<th></th>
<th>Ext</th>
<th>Dept.</th>
</tr>
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<tbody>
<tr>
<td>(Print/type name)</td>
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<tr>
<th>Date of Transaction</th>
<th>Vendor’s Name</th>
<th>Description of Purchase</th>
<th>FOAP (Fund-Org.-Account-Program)</th>
<th>Total Amount</th>
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**TOTAL AMOUNT OF LINE ITEMS**

I certify that all purchases listed on this statement, unless noted, are true and correct and were made for official MCCD purposes in compliance with District Policies and Procedures. All materials and/or services have been received and payment is authorized. The Program Administrator has been notified of unresolved disputes.

<table>
<thead>
<tr>
<th>Cardholder’s Signature</th>
<th>Date</th>
<th>Manager’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
## PROCUREMENT CARD REPLACEMENT REQUEST

<table>
<thead>
<tr>
<th>CAL-Card Number</th>
<th></th>
<th>Ext</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager Name</td>
<td></td>
<td></td>
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</tbody>
</table>

### Request to replace CAL-Card which has been:

<table>
<thead>
<tr>
<th>Lost</th>
<th>Program Administrator notified on:</th>
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<tbody>
<tr>
<td>Stolen</td>
<td>Program Administrator notified on:</td>
</tr>
<tr>
<td>Defective</td>
<td>Unable to use CAL-Card, which is attached to this request in a sealed envelope. DO NOT DESTROY CARD—MUST BE SUBMITTED WITH REQUEST.</td>
</tr>
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______________________________  ________________________________
Cardholder’s Signature         Date

______________________________  ________________________________
Manager’s Signature            Date
CARDHOLDER STATEMENT OF QUESTIONED ITEM

(Please print or type in black ink.)

CARDHOLDER NAME (please print or type) ________________________________

ACCOUNT NUMBER ________________________________

CARDHOLDER SIGNATURE ________________________________

DATE ________________________________

(AREA CODE) TELEPHONE NUMBER ________________________________

The transaction in question as shown on Statement of Account:

Transaction Date ________________________________

Reference Number ________________________________

Merchant ________________________________

Amount ________________________________

Statement Date ________________________________

Please read carefully each of the following situations and check the one most appropriate to your particular dispute. If you have any questions, please contact us at 1-800-227-6736. We will be more than happy to advise you in this matter.

1. **UNAUTHORIZED MAIL OR PHONE ORDER**
   - I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

2. **DUPLICATE PROCESSING – THE DATE OF THE FIRST TRANSACTION WAS**
   - The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.

3. **MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF $______**
   - My account has been charged for the above transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. *(Please provide a separate statement detailing the merchant contact, and the expected date to receive merchandise.)*

   - My account has been charged for the above listed transaction. I have contacted this merchant on ___ (date) and canceled the order. I will refuse delivery if the merchandise still be received.

4. **MERCHANDISE RETURNED IN THE AMOUNT OF $______**
   - My account has been charged for the above listed transaction, but the merchandise has since been returned. *Enclosed is a copy of my postal or UPS receipt.*

5. **CREDIT NOT RECEIVED**
   - I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. *A copy of the credit voucher is enclosed.* (Please provide a copy of this voucher with this correspondence.)

6. **ALTERATION OF AMOUNT**
   - The amount of this charge has been altered since the time of purchase. *Enclosed is a copy of my sales draft showing the amount for which I signed.* The difference of amount is $______.

7. **INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE**
   - I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a Statement of Questioned Item Form must be provided and will include the copy of the sales draft if a further dispute exists. If a copy of the sales draft cannot be obtained, a credit will appear in my account.

8. **COPY REQUEST**
   - I recognize this charge, but need a copy of the sales draft for my records.

9. **SERVICES NOT RECEIVED**
   - I have been billed for this transaction, however, the merchant was unable to provide the services.

   - Paid for by another means. My card number was used to secure this purchase, however final payment was made by check, cash, or another credit card. *(Enclosed is my receipt, canceled check (front and back), copy of credit card statement or applicable documentation demonstrating that payment was made by other means.)*

10. **NOT AS DESCRIBED**
    - *(Cardholder must specify what goods, services, or other things of value were received.) The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in their complaint.)*

11. If none of the above reasons apply - please describe the situation:

    *(Note: Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper, if necessary, and sign your description statement.)*

SEND TO: U.S. Bank Government Services
P.O. Box 6346, Fargo, ND 58125-6346

FAX TO: 1-701-461-3466

CSQI GPPUR
(10/98)