

KINGS CANYON UNIFIED SCHOOL DISTRICT

CAL-CARD POLICY SUMMARY

Cal-Card Use: Provide an itemized receipt/invoice. Includes restaurant and food receipts.

An itemized receipt/invoice consists of the following information:

- | | |
|------------------------------------|-----------------------------------|
| 1) Purchase description | 4) Sales tax |
| 2) Quantity of each item purchased | 5) Grand total of purchase |
| 3) Price per item | 6) Shipping charges if applicable |

Responsibility: The Cardholder is responsible for ensuring the Cal-Card is used in accordance with District policies and for its security.

Online Statement: Statements are available online on the 23rd of each month and due to the Business Office by the 3rd of the following month.

Budget Account Lines: Account numbers must be appropriate for the expense.

Sufficient Funds: Ensure that every budget line used has enough funds.

Lost Receipts: The Cardholder is personally responsible for expenditures if receipt is lost. Attach a personal check made payable to KCUSD for all expenditures without receipt or sufficient documentation.

Technology Equipment: Do not purchase equipment that must be supported by our Technology Department. For example; Computers, tablets, faxes, printers, routers, projectors, etc. Items such as e-readers (Kindles, Nooks, etc), desktop scanners, digital cameras, etc., are allowable purchases.

White Paper: Should be ordered through the Warehouse.

Alcohol: Not an allowed expense.

Meals for family members: Not an allowed expense.

Conferences: *These rules apply to both Cal-Card & Personal Expense Claims*

- Conference related expenses require pre-approval by the Board or Cabinet. A copy of the approved application must be attached.
- Conferences expenses must have a flyer attached showing dates, times, purpose, location, etc.
- Room charges are limited to \$175 per night. Room rates above the \$175 are permissible if the room is shared or a conference recommended hotel or alternate (must be approved by Cabinet). Rooms for days after the conference ends will not be reimbursed. If the conference runs late and return home is not practical, one night's lodging may be provided.
- When several employees are traveling to the same conference, the district expects employees to car pool. Employees who drive separately in their own personal car will not be reimbursed for gas. If the district does not have a car available to take on the conference, you may check out a gas card from transportation.
- Payments for taxis, shuttle buses and parking are reimbursable. Receipts are required.

MEALS are reimbursed for actual expense. Receipts are required for reimbursement. If you return home before 6 p.m., dinner is not allowed. Allowable meal rate is from www.GSA.gov

Food for Meetings: All food purchases at a restaurant, a grocery store, or catered, require proper documentation:

- Meeting agenda/ Purpose/Description of meeting
- Sign-in sheet or list of attendees.
- **Itemized** receipt.
- Purpose and expenditures must be related to school business.
- "Staff Development" is an insufficient explanation, according to the County Auditor.