REDLANDS UNIFIED SCHOOL DISTRICT

Cal Card Manual
Policies & Procedures Guide

Department: Purchasing & Business Services

Revision Date: April 16, 2026

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SECTION I – GENERAL INFORMATION

Redlands Unified School District maintains a procurement card (Cal Card) program through U.S. Bank for authorized employees. This program is intended solely for District-related purchases.

Important: Neither U.S. Bank nor the District assumes responsibility for non-District purchases.

The Cal Card functions similarly to a personal credit card and may be used with vendors that accept Visa, with certain restrictions.

Program Objectives

- Support conference and travel-related expenses *(with prior approval)*
- Provide an alternative to petty cash and small purchases not supported by purchase orders

Important Contacts

U.S. Bank Customer Service
Phone: 1-800-344-5696 *(Lost or stolen cards)*

Purchasing Department
Phone: 909-748-6716
Address: 20 W. Lugonia Ave, Redlands, CA 92373

Accounts Payable (Business Services)
Contact: Toni Reffner
Extension: x20513

Legal Authority

- Education Code §38111
- Government Code §54201–54202

SECTION II – AREAS OF RESPONSIBILITY

Purchasing Department

- Administers the program
- Provides training
- Approves expenditures
- Serves as primary support for card holders

Cardholder

- Ensures appropriate use of the card
- Maintains receipts and documentation
- Complies with District policies

Note: Misuse may result in account revocation

Approving Official

- Reviews and approves all transactions
- Verifies documentation
- Ensures compliance with policy

Accounts Payable

- Processes payments to U.S. Bank
- Assists with payment-related inquiries

SECTION III – PROCEDURES FOR CARDHOLDERS

1. Responsibility

Cardholders must ensure all purchases comply with District policy.

2. Card Security

- Safeguard your card at all times
- Immediately report lost or stolen cards

3. Determining Need

- Confirm purchases are allowable
- Stay within single purchase limits

4. Purchasing & Receiving

Shipping Requirement: All orders must be shipped to your site (not the District warehouse).

Required Receipt Details:

- Item description
- Quantity
- Unit price
- Sales tax *(always applicable)*
- Shipping (if applicable)
- Total amount

Additional Requirements:

- Sign all receipts
- Attach one receipt per page (8.5" x 11")
- Obtain duplicates if receipts are lost

Lost Receipts: A personal reimbursement check must be submitted.

Conference Purchases: Must include pre-approved conference form.

5. Monthly Statement Process

- Statements are available around the 23rd of each month
- Cardholders must download statements online

Reconciliation Steps:

- Match receipts to statement
- Write account codes and descriptions
- Attach receipts in order
- Submit original + copy

Disputes:

- Highlight questionable charges
- Complete dispute documentation
- Contact U.S. Bank within 8 days

Submission Deadline: Within 5 working days of receipt

If unavailable (e.g., vacation):

- Submit receipts with spreadsheet OR
- Stop card use 30 days prior OR
- Return to complete reconciliation

SECTION IV – APPROVING OFFICIAL PROCEDURES

Responsibilities

- Review all transactions and documentation
- Ensure compliance with policy
- Sign and approve statements
- Compile account summary spreadsheet

Submission Timeline

All documentation must be fully complete and submitted to Accounts Payable by the first day of each month

SECTION V – PROHIBITED USES

All exceptions require Purchasing approval.

Strictly Prohibited:

- Alcohol
- Amazon purchases
- Artwork
- Books
- Cash advances
- Consultants or service agreements
- Equipment purchases
- Furniture (unless approved)
- Gift cards
- Personal purchases
- Memberships
- Subscriptions
- Printing services
- Rental agreements
- Tax payments
- Tobacco products

Food Restrictions

- Food purchases require prior approval
- Must comply with Child Nutrition regulations

Additional Violations

- Splitting purchases to bypass limits
- Using vendors that accept purchase orders

• RUSD Board Policy 5030: Foods sold on campus outside the food services program, such as through vending machines, students stores, or fundraisers, comply with nutritional standards https://rusdnutrition.org/schools/rusd_2807141732170515/wellness/Wellness_Policy.pdf • CDE Regulations: Fundraising - California requires that all competitive foods and beverages meet applicable standards; therefore, California does not allow any exempted food or beverage fundraisers during the school day https://www.cde.ca.gov/ls/nu/sn/mbsnp112015.asp

Exceptions shall be approved by Purchasing: Please email Amy Drummond several days in advance with questions and/ or credit limit elevations. Card holder limits set at:

$1,000.00 monthly

$250.00 single purchase

SECTION VI – REPLACING BANK CARDS

Replacement Scenarios

1. Employee Separation

- Notify Purchasing
- Return destroyed card

2. Damaged Card

- Contact U.S. Bank
- Submit destroyed card to Purchasing

3. Lost or Stolen Card

Immediately report to:

- U.S. Bank
- Approving Official
- Purchasing Department

Required Information:

- Name on card
- Card number
- Date of loss
- Recent transactions

SECTION VII – DISPUTE PROCEDURES

Common Dispute Types

- Unauthorized charges
- Duplicate charges
- Items not received
- Returned merchandise
- Credits not received
- Incorrect amounts

Required Actions

- Attempt resolution with vendor first
- Document all efforts
- Contact U.S. Bank if unresolved

Note: Sales tax and shipping disputes must be resolved with the vendor directly.

SECTION VIII – PRINTING/ACCESSING YOUR STATEMENT

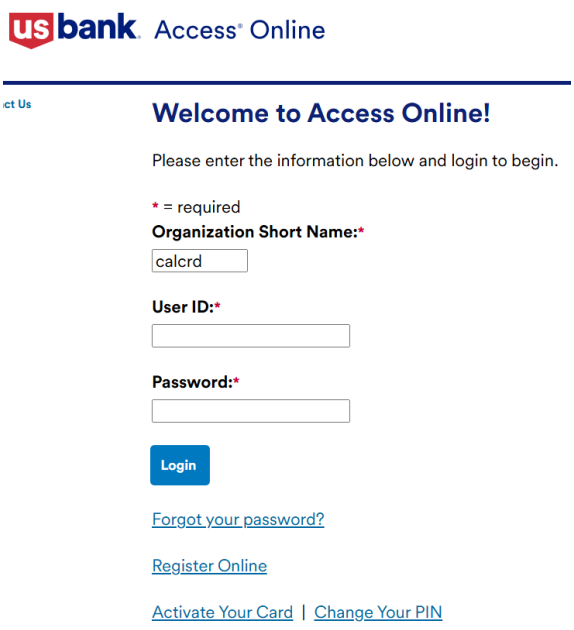
Online Access: HTTPS://ACCESS.USBANK.COM **Phone access:** 800.344.5696

Setup Steps

1. Register online
2. Enter organization short name: **calcrd**
3. Accept the User Agreement
4. Enter User ID and Password and select Authentication Questions
5. Enable email notifications

Online access, go to: https://access.usbank.com to set up a User Profile:

Go to "Register Online" link:



SECTION IX – RECEIPT REQUIREMENTS

All receipts must include:

- Item description
- Quantity
- Unit price
- Sales tax
- Shipping
- Total purchase amount

Attach receipts to 8.5" x 11" paper

SECTION X – CARDHOLDER AGREEMENT

By accepting a Cal Card, the cardholder agrees to:

- Use the card for District purposes only
- Maintain all receipts and documentation
- Reimburse the District for personal or undocumented purchases
- Accept payroll deduction if reimbursement is not made
- Comply with all policies and procedures

Signature Section

Printed Name: _____

Signature: _____

Date: _____

Approving Official: Amy Drummond; Purchasing Director

CARD ACTIVATION INSTRUCTIONS

1. Call the number provided with your card
2. Enter card number
3. Enter ZIP Code: 92373
4. Enter purchase limit
5. Enter business phone: 909-307-5300
6. Enter last 4 digits of SSN: 2769 or 0000 (not your own SSN digits)
7. Confirm billing address: PO Box 3008, Redlands, CA 92373