

SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1206
	SECTION: 1200 FINANCE	
	SUBJECT: CAL CARD PURCHASING	
	3/28/2019	

Purpose: To provide an additional method to make purchases on behalf of the district.

Scope: Those personnel issued a CAL-Card shall adhere to this procedure.

Procedure:

1. The CAL-Card credit card system is a VISA credit card for use by government agencies. The purchasing authority is granted to personnel to make purchases on behalf of the district. The primary purpose of the CAL-Card system is to provide an efficient and effective purchase option to the district's purchase orders, petty cash and reimbursement claims. This procedure does not supersede other purchasing authority documents. These controls are established as separate additional purchasing requirements to enable district business to be conducted.
2. The Fire Chief may issue CAL-Card credit cards with limits as follows:

	<u>Single Charge Limit</u>	<u>30 Day Limit</u>
Fire Chief	\$10,000	\$25,000
Battalion Chiefs and Administrative Secretary	\$ 5,000	\$ 10,000
Captains, and Secretary Receptionist	\$ 2,500	\$ 5,000
3. For each charge/purchase, the card holder is responsible to obtain an original itemized receipt, which shall be stapled to a completed/signed CAL-Card Charge Slip (*Form 1206-1*) and placed into the CAL-Card bill folder. Enter each charge/purchase into the card holder's CAL-Card Purchase Log (*Form 1206-2*) located in the CAL-Card Purchase Log Book. For merchandise yet to be received, an additional entry into the Order Log is required.
4. Any lost or stolen card will immediately be reported to the Fire Chief and US Bank.

Form 1206-1 CAL-Card Charge Slip
Form 1206-2 CAL-Card Purchase Log