

Employee Purchases: Reimbursement & Cal Card Handbook

Employees are not authorized to spend distric

Proof of Purchase Requirements

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Please review receipts for automatic gratuities to avoid “double tipping”. Please be aware that delivery vendors often charge additional service, handling, and delivery fees and it is often more economical to order the food for pickup.

District funds intended to foster employee morale, dedication and loyalty toward constantly improving work performance and to raise awareness of the District brand in the community ([B](#)) may only be used for items that can be used in their job capacity (i.e. book, flash drive, pen, lanyards, t-shirt for purpose of school branding/marketing, etc.). Employee morale items should ~~t~~ ~~be~~ ~~used~~ ~~for~~ ~~items~~

may submit a B-36 (Reimbursement Itemization Form) along with proof of payment. The form must be filled out completely including itemization, descriptions, subtotal, tax, tip, and total.

Fuel purchases for District vehicles are allowable when traveling on district business. Fuel purchases for personal vehicles are not allowed. These costs are included in your mileage.

Reservations are the responsibility of the employee traveling and may be made after the approval of the request.

Actual costs for food will be reimbursed up to \$30 per day per person for meals within San Diego County and up to \$75 per day per person when traveling outside of San Diego County. Meals included in the registration fee may not be claimed for additional reimbursement. Itemized receipts and proof of payment are required for all reimbursable expense claims. Gratuity shall not exceed 20%. No alcohol or tobacco products are allowable.

Employee mileage shall be reimbursed at the current Internal Revenue Service rate (adjusted annually) for approved travel and conference attendance. Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for mileage when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

Transportation costs for travel may include air, shuttle, taxi, train, Lyft, and UBER, and parking, etc. Cash payments without a receipt will not be reimbursed. Tips for ground transportation may not exceed 15%.

Unauthorized Purchases

The following purchases are unauthorized purchases for employees to make and must be ordered through a warehouse requisition, eProcurement marketplace, or purchasing requisition. Any exception to these items must be received prior to the purchase, in writing, from the Purchasing Department. The written pre-approval must be attached to the reimbursement request or Cal Card Expense Report. Please contact the Purchasing Department with any questions on how to order these items.

Furniture

All furniture must be requested through the Purchasing Department and cannot be purchased directly by staff, including, but not limited to, desks, chairs, tables, cabinets, shelving units, soft seating (bean bag chairs, sofas, wobble stools, etc.) The district has standards for furniture to comply with CA laws. Furniture (new or used) is not to be purchased directly by staff or brought in from home.

All equipment (including, but not limited to, appliances, vacuums, tools, musical instruments, cameras, audiovisual, stereo/sound equipment, playground equipment, room dividers, etc.) must be requested on a purchasing requisition and cannot be purchased directly by staff unless written approval is obtained from the Purchasing Director in advance of purchase. All equipment over \$499 (including tax & delivery) needs to be

tagged for inventory. The District has competitive bids for many small equipment items that offer substantial cost savings.

Services need to be requested via the purchasing requisition process and cannot be contracted for by staff. NO services can be paid with a Cal Card or by reimbursement. Employees may be held personally liable for contracts signed without proper authority. ONLY Cabinet members and the Purchasing Director have the authority to sign contracts.

The following are examples of services that require a purchasing requisition and are **NOT** payable as Cal Card or reimbursements:

- On-site services including, but not limited to, Assembly / Lecturer / Performer / Consultant, including food trucks (requires an Independent Contractor Agreement and board approval with your purchasing requisition)
- Admissions / Field Trips (submit your requisition early, at the time trip and transportation are reserved). Remember to also order lunches from Child Nutrition, if needed.
- Memberships or Dues (Requires rationale and pre-approval from administrator)
- Maintenance, Repairs & Construction Services (Submit a work order to Maintenance or Information Technology Services to initiate the contracting process)
- Warranties
- Subscriptions

Cables, chargers, mice, etc. should be ordered via a purchasing requisition. Please work with your IT representative if you are unsure of what is needed. Purchasing is unable to assist you with returns if you purchase an incorrect item on your own.

All equipment must be requested on a purchasing requisition and cannot be purchased directly by staff, including but not limited to: computers, printers, camera equipment, scanners, iPads, etc.

Purchasing has competitive bids in place for printer cartridges (ink/toner). All printer cartridges are to be requested through the eProcurement process in the 'Ink/Toner' section. Used cartridges are to be returned to Warehouse for recycling.

Software must be requested on a purchasing requisition and cannot be purchased directly by staff. This includes all online programs regardless of content such as subscriptions, downloads, and software delivered on tangible media (CDs, DVDs, etc.).

Gift Cards

Gift cards must be requested

Cal Card Policy & Procedures

The State of California Cal-Card Purchasing Card Program is contracted through U.S. Bank I.M.P.A.C. Government Services Visa Purchasing Card Program and is to be used only for Cajon Valley Union School District (CVUSD) business.

Purchasing Cards are issued by Hr

Each card will be assigned an expenditure limit and a maximum, based on position/job classification. If you find that these limits are too low to accommodate your requirements during a specific time period, please contact Autumn Cropp, Executive Assistant, Business Services, for a temporary increase. Please provide a written request with justification for the increase (i.e. conference attendance).

1. Decide what you need to purchase, and ensure the purchase is within budget.
2. Contact the supplier from whom you want to purchase the item (phone, visit, fax, mail, website).
3. Place the order with the supplier, using your Cal Card. Give the supplier delivery instructions to be put on the outside of your shipment. Delivery instructions must include your name, school site, address and

month's statement, and your credit receipt or written notice of credit should be attached to that next statement on which the credit appears.

2. If the supplier does not agree that an error has been made, you will need to dispute the charge with the bank. Call the US Bank contact number to file the dispute. The bank will mail a form for the cardholder to sign and send back. Once the dispute process is complete and the form has been filed, a credit for the disputed amount will be issued by the bankp

Contact:

For allowable expenditures or exceptions:

Sharon Clay, Purchasing Director

ext. 3266,

For Credit Limit Adjustments:

Autumn Cropp, Executive Assistant Business Services

Ext. 3061,

For Concur questions:

Suzy Willoughby, Fiscal Services Manager

ext. 3067,
