

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3145 – CREDIT CARD USAGE - CALCARD		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	
Resolution No.	15-23	Revised:	

**PURPOSE**

This policy provides direction to card holders of the CAL-Card Purchasing Card program administered by U.S. Bank. CALCards are utilized by Management and Supervisors for miscellaneous expenses.

**POLICY STATEMENT**

The District participates in the State of California CAL-Card Purchasing Card program administered by U.S. Bank. The Visa CALCard has no fees or interest charges, based upon prompt payment. Incentive payments are made to the District on a quarterly basis. Managers, Supervisors and Lead Workers are authorized to hold CALCards

**Section 1: Approved Uses of CALCard**

Users who make payments to vendors with a CALCard are tracked and processed quickly leveraging traditional Visa®/MasterCard® methods, which allows the reconciliation of payments with increased authority levels.

Authorized purchases are made by the cardholder on the District’s behalf. Cardholders are authorized to use the Purchasing Card to purchase many business related goods and services needed to perform their duties as an employee of the District. Transactions that are placed on the Purchasing Card should not conflict with any of the Districts purchasing policies. Personal purchases may not be made with the card. Personal purchases made with the card may subject the Cardholder to disciplinary action up to and including possible card cancellation, termination of employment and criminal prosecution. All receipts for Purchasing Card purchases must be detailed and itemized. Receipts should show all items purchased not just a total amount. The same would apply for restaurant receipts.

**Section 2: Summary & Fiscal Impact**

The CAL-Card program is an incentive program, whereby the District receives 1.3% in the form of an incentive check for purchases utilizing the card. The added benefit to move to Payment Plus is to increase expenditures utilizing the card, particularly for utility payments.

Other benefits include:

- Streamlining of business processes
- Elimination of expensive check writing, including postage, printing and labor costs.
- Automation of payment and reconciliation processes
- Enhancement of security and flexibility
- Enhancements for Cash Management with cycle based payments to U.S. Bank
- Precision protection – various levels of authorization and approvals.