

SUPPORTING DOCUMENTATION REQUIREMENTS FOR CAL-CARD USERS

1.1 Supporting Documentation / Receipts

All receipts for Cal-Card purchases must be detailed and itemized. Receipts must show all items purchased not just a total amount. Payment-alone signature receipts will not be considered adequate proof of purchase if it is not accompanied by the vendor's itemized receipt. **Receipts must include the following information: vendor name, address, date of purchase, description and quantity of items purchased, and total amount of the transaction.** Online purchases must also be documented with detailed/itemized receipts, in addition to a packing slip (or equivalent) that verifies the ship date and the items received. If a packing slip is not sent by the vendor, Cardholders must indicate on the receipt if all items were received. Regardless of who receives the shipment, the Cardholder is responsible for obtaining all documentation (packing slips or equivalent) related to the purchase and verifying that it complies with the requirements for supporting documentation.

Missing receipts: If the Cardholder loses a receipt, the Cardholder must include in their statement submittal, a completed [Missing Receipt Form](#), to be signed by their Approver. ***Transactions with missing receipts should be indicated by the Cardholder on the [Transaction Log](#).***

Cardholders should make every effort to ensure that transactions are supported by proper documentation. A transaction submitted without a receipt will result in a warning for the first occurrence, a 30 day suspension of Cal-Card privileges for the second occurrence, and a revocation of the Cal-Card privilege for the remainder of the fiscal year for the third occurrence.

1.2 Statement Submittal – Required Documentation and Timeline to Submit

Completed statement submittals include the following items in the designated order:

- A) **Completed [Transaction Log](#):** The transaction log is signed and dated by the Cardholder and all transactions from the statement are: reasonable, allowable, and justified (unless otherwise noted with an exception – see exception instructions below); listed on the transaction log in transaction date order with all relevant information; and supported by proper documentation.

Exceptions:	
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<i>Personal use of the card</i>	Personal use or the purchase of alcohol with the Cal-Card is not allowable. Personal use or the purchase of alcohol could result in the revocation of the use of the card and disciplinary action up to and including termination. Any unallowable items or services purchased will be considered personal use of the card and will be reimbursed to the District with the monthly statement.
<i>Disputed transactions</i>	<i>Charges:</i> Any invalid transactions must be indicated as such on the transaction log. Cardholders must include a copy of the Cardholder Statement of Questioned Item Form , submitted to US Bank.
	<i>Credits:</i> Credits arising from the reversal of invalid charges, must be indicated as such on the transaction log. Cardholders must include a copy of the Cardholder Statement of Questioned Item Form , submitted to US Bank, and the resulting correspondence from US Bank regarding the determination of the claim.
<i>Missing receipts</i>	Any transactions that are missing receipts must be sufficiently noted by the Cardholder on the transaction log. Cardholders must include a completed Missing Receipt Form for each missing receipt. Excessive missing receipts could result in the revocation of the use of the card.

- B) **US Bank statement:** A statement for each account is generated at the end of each billing cycle. Cardholders are responsible for obtaining their own statements from their U.S. Bank Access Online Account, and must setup automatic alerts to notify the Cardholder when their statement is ready.
- C) **Supporting documentation:** Itemized receipts, missing receipt form, receipt from Business Department, etc. *Supporting documentation must be organized into transaction date order, and attached and copied to 8 1/2 x 11 paper in order to be accepted. Note: you will be turning in both the originals and the copies with your statement.*

Cardholder's shall submit their completed statement submittal (transaction log, statement, and supporting documentation) to their Approvers by the due date designated by the Approver. Approved statement submittals must be forwarded by the Approver and received by the Business Department timely to avoid any late payments.