

## CALCard REQUIREMENTS

CALCard packages are facing increased scrutiny in all phases of the auditing process. The purpose of this guide is to go through every item that is reviewed in a CALCard package before submitting for payment. Some requirements may seem futile on their own, but they lend to the document package as a whole.

### THE BASICS

- ◆ CALCard packages are due to Finance by the 5<sup>th</sup> of each month.
- ◆ Do not use red ink in any of your finance documentation. Blue ink is preferable, so original signatures can be identified as such.
- ◆ Do not block out your full account number on the Statement of Account. You should leave the last four digits visible.
- ◆ Any invoice for *GOODS* totaling \$100.00 or more must be stamped with the General Provisions statement and the date of the most recent revision (currently 6/8/10). Please do not stamp every invoice.
- ◆ Make sure you have accurate vendor numbers.
- ◆ The vendor numbers appear on the Intranet's Vendor Number Lookup.
- ◆ The name and address should match the name and "remit to" address on your invoice.
- ◆ The vendor number consists of twelve digits, which includes a two-digit suffix. You only need to identify the last eight digits (which include the suffix) on your monthly log.
- ◆ Check your math. If you split code a purchase, use a calculator. Make sure that the totals on the monthly log equal the total of the Statement of Account.
- ◆ Approving Officials must print their name (legibly) under their signature on the Statement of Account.
- ◆ CALCard is intended for in person transactions (can be used via telephone or internet) and the card should not be shared.
- ◆ Do not use CALCard to pay old invoices. The invoice date must be within 30 days of the date you are making payment.
- ◆ You cannot pay service charges, credit card fees or late payment penalties with CALCard. Make sure you examine the invoice for such items before committing the payment.
- ◆ Approvers should know that the State Controller considers an Approver equally responsible for the purchases made by the Cardholder. With this in mind, Approvers should exercise due diligence in their review and approval of a statement package.