

SHIPPING

- ◆ Remember to separate the shipping charges when coding on the Monthly Log. When a vendor charges more than \$50.00 for shipping, you must submit a separate freight voucher from the vendor to establish their assessment formula.
- ◆ Shipping charges of \$300.00 or more **cannot be paid on CALCard**. If you have a purchase in which you suspect the shipping may reach this amount, confirm with the vendor before committing to the purchase. Contact Finance or the FLO for assistance.