



# OHLONE COMMUNITY COLLEGE DISTRICT

## Cal-Card Purchasing Card Program

### Participant Information

Complete this form to request a District Credit Card. Please complete a separate form for each individual card requested. **Please type or print clearly.** The cardholder's name will appear on the credit card **exactly** the way it reads on this form. For electronic forms in Adobe Acrobat (.pdf), please fill out the form on your computer and print it out. Forward completed form to approving officials and route to Purchasing.

#### CAL-Card Purchasing Card Program

##### Participant Information

Cardholders will be responsible for making direct contact with vendors and ordering commodities using the District Credit card. It is the cardholder's responsibility to keep purchases within the department's budget allowed, to reconcile the credit card statements with their receipts and to submit the signed statements and the receipts to their approving official within four (4) days after receipt of the statement.

The Approving Official is responsible for reviewing the monthly credit card usage report and verifying that the cardholder's statement has been reconciled, the receipts are attached, and it gets to the accounting office for payment.

New cardholders will be required to attend CAL-Card training prior to the issuance of the credit card.

Purchases made on the card are NOT to be delivered to the warehouse. Submit a purchase requisition for orders that need to be received on campus. This includes UPS and any materials that are not deliverable through the campus mail.

Questions about the CAL-Card Credit Card Procedures may be directed to Alex Lebedeff, Director of Purchasing, Contracts, and Auxiliary Services at extension 6263 or email [alebedeff@ohlone.edu](mailto:alebedeff@ohlone.edu).

Cardholder's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cardholder's Telephone: \_\_\_\_\_ Cardholder's Email: \_\_\_\_\_

Department: \_\_\_\_\_ Budget Manager: \_\_\_\_\_

Requested Single purchase limit: \$ \_\_\_\_\_ Monthly Credit Limit: \$ \_\_\_\_\_

*Note: Equipment over \$1000 and computer related items over \$500 are not allowed. Purchase will result in termination of card.*

- Authorized use: (CHECK ONE)
1. Facilities personnel w/ travel     2. Facilities personnel w/o travel
3. High card usage w / travel     4. Moderate card usage w/o travel

Approving Official (printed): \_\_\_\_\_

**Department Participation Approval:** By signing below I authorize the above named person to be issued and use an Ohlone Community College District Cal-Card Procurement Card. The Approving Official further agrees to review all transactions for compliance with policies and procedures, ensure receipts are attached, verify budget codes, and approve payment for all transactions of this cardholder.

Signature: Approving Official \_\_\_\_\_

Date \_\_\_\_\_

Signature: Budget Manager if different from Approving Official \_\_\_\_\_

Date \_\_\_\_\_

*For Purchasing Department Use Only*

Form Checked and card ordered by: \_\_\_\_\_  
Date Card Ordered: \_\_\_\_\_ User notified: \_\_\_\_\_ User trained: \_\_\_\_\_ Card delivered: \_\_\_\_\_