



## Cal-Card Check-Out Process

**Check out Cal Cards are intended for travel and conference related expenses only. Exceptions must be approved by the Vice President of Administrative Services Prior to use.**

To expedite the Cal-Card request process, please attach the Employee Cal-Card Check-Out Request Form to your Conference Request Form when submitting it for approval (if applicable).

Step 1	Request an Employee Cal-Card Check-Out Request Form from the Purchasing Department in-person or on the Purchasing homepage <a href="http://www.cuesta.edu/about/depts/purchasing/index.html">http://www.cuesta.edu/about/depts/purchasing/index.html</a>
Step 2	Complete the “Information required prior to Check-Out” section on the first page
Step 3	Obtain the account string, note the department, maximum amount you expect to spend and obtain all necessary signatures (in accordance to the amount of the request) on the second page <ul style="list-style-type: none"> <li>• Division Chairs -- Amounts less than \$500.00</li> <li>• Directors -- \$500.00 or greater but less than \$2,500.00</li> <li>• Deans/Executive Directors -- \$2,500.00 or greater but less than \$5,000.00</li> <li>• Vice Presidents -- \$5,000.00 or greater but less than \$10,000.00</li> <li>• President or the president’s designated administrator in charge -- \$10,000 or greater</li> </ul>
Step 4	Submit the form to the Purchasing office for signature approval (please allow up to 3 business days for signature and processing)
Step 5	Call the Purchasing office to see if your card is ready for pick-up: (805) 546-3134
Step 6	Pick up your card and necessary forms from the Purchasing Department <ul style="list-style-type: none"> <li>• Sign the card pick-up sheet</li> <li>• Pick up the card check-out packet which will include: Credit Card Authorization Form, Receipt Log and Receipt Envelope.</li> <li>• Take the Credit Card Authorization form with you in case additional authorization is requested</li> </ul>
Step 7	Keep ALL receipts in the receipt envelop given to you from purchasing. <ul style="list-style-type: none"> <li>• While using the card, please adhere to the <a href="#">Credit Card Cardholder Responsibilities</a> and the <a href="#">Cal Card Handbook</a>.</li> <li>• Receipts are required for all expenditures</li> </ul>

	<ul style="list-style-type: none"> <li>• Save the itemized receipt for food purchases and note exactly what meals are a part of your per-diem allowance</li> <li>• Receipts <i>without</i> an itemized breakdown will not be accepted.</li> <li>• Alcohol is not a permissible expense.</li> </ul>
Step 8	<p><b>Return Cal Card to the purchasing department no later than one business day after you return from your trip.</b></p> <ul style="list-style-type: none"> <li>• Return the Cal Card to C. Brown or M. Marichalar in the Purchasing Office</li> <li>• Sign the card drop-off sheet</li> </ul>
Step 9	<p><b><u>All of the following documents are due to the accounting department no later than five business days after travel.</u></b></p> <ul style="list-style-type: none"> <li>• All receipts</li> <li>• Receipt log with account strings</li> <li>• Expenses being coded to a Foundation account must be encumbered prior to submittal to the accounting department</li> <li>• Final signed travel conference form</li> </ul>

In order to use the Cal-Card you will need a photo ID. Cuesta College ID Cards are available for free at the Public Safety office (ID's are not available at the North County location). Please expect the process to take 10 minutes, and bring your Banner ID number with you.

The Public Safety SLO campus makes ID cards during the following times:  
Monday -- Friday  
10:00am – 11:40am  
1:00pm – 3:00pm