

## Sacramento Suburban Water District

**Purchasing Card Policy**

Adopted: November 17, 2003

Approved with changes: August 16, 2021

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**100.00 Purpose of the Policy**

The purpose of this policy is to establish the Sacramento Suburban Water District's (District) requirements for procuring materials and trade services on credit through the use of purchasing cards.

**100.10 Definitions**

**Purchasing Card (or CAL-Card)** – merchant purchase authorization card issued by U.S. Bank National Association and administered by the State Department of General Services under the CAL-Card program.

**Program Administrator** – The District Director of Finance and Administration is responsible for and has oversight of the CAL-Card program for the District.

**Approving Official** – A Cardholder's supervisor, manager or designee, having purchase approval authority.

**Billing Official** – The District's Director of Finance and Administration or designee is responsible for managing the billing, payment and approval process of the CAL-Card program for the District.

**Cardholder** – Selected District employees as determined by the General Manager. Cardholders are responsible for using issued purchasing cards in accordance with District policies and procedures.

**200.00 Authorized Purposes**

District purchasing cards are provided solely for the purpose of obtaining authorized District goods and services. No other uses of District purchasing cards are permitted.

Purchasing cards are never to be used for personal transactions. Any employee who mistakenly or otherwise uses or authorizes the use of District purchasing cards for unauthorized purposes will be required to immediately reimburse the District for the purchase and may be subject to disciplinary action at the discretion of the General Manager as provided in Water Code Section 30580(b). If the employee cannot repay

the unauthorized amount immediately and the District is required to use the “VISA Waiver of Liability,” the employee will still be required to pay the District in full for the purchase and become subject to disciplinary action as described above.

## **200.10 Authorized Users and Purchasing Limits**

Authorized Cardholders are certain District employees designated by the General Manager. Purchasing limits for Cardholders shall be established at no greater than \$5,000 per single transaction and \$15,000 per 30-day limit.

Cardholders are to follow the policies and procedures established by “Purchasing Card Procedures (PR – FIN 003)” and the District’s “Procurement Policy (PL – Fin 005)” for the proper documenting, reviewing, processing and approving of purchasing card transactions.

If a purchasing card is lost or stolen, the cardholder must report the lost or stolen card to the Finance Department and U.S. Bank immediately.

## **200.20 Areas of Responsibilities**

The District’s Program Administrator shall have overall responsibility for the purchasing card program within the District. The Administrator shall see that this policy is followed at all times and shall provide training to all Approving Officials and Cardholders as necessary.

Cardholders shall be responsible for validating each charge that is shown on each statement. Any fraudulent or disputed charges need to be reported immediately to US Bank. There is a 60 day limit on the time to report fraudulent or disputed charges in order for the fraud or dispute to be covered by the VISA liability protection.

Approving Officials shall be responsible for receiving statements from each Cardholder over whom they have authority each time a statement is received. Approving Officials are responsible for reviewing the statements, assuring all purchases are authorized and comply with District Purchasing Card Procedures and the Procurement Policy, and approve and forward the statements to the Finance Department in a timely manner.

The Billing Official is responsible for receiving the Monthly Summary Invoice from U.S. Bank, reconciling the Invoice to the cardholder statements and remitting payment to U.S. Bank in a timely manner.

## **300.00 Reporting**

A detailed listing of all transactions made using District purchasing cards shall be provided to the Board as part of the monthly finance department reporting.

**400.00 Policy Review**

This policy shall be reviewed by the Board of Directors at least biennially.