



Laney College
Business and Administrative Services

CAL CARD CHECK-OUT REQUEST FORM

Employee Name	Phone Number	Email
Date of Use/Charge		
Amount Requested/Spent		
Reason for Use		
Budget Code		

INFORMATION REQUIRED PRIOR TO CHECK-OUT

Student Travel

- Approved Memorandum of Request to the College President to include:
 - Participants
 - Itinerary
 - Itemized list of goods/services to be purchased
 - Cost Analysis including funding source
- Supporting documentation of purchases needed
- Vendor Credit Card Authorization Forms (if applicable)

Employee Travel

- Copy of Approved Travel Authorization in Finance Module
- Supporting documentation of purchases needed
- Vendor Credit Card Authorization Forms (if applicable)

Other Transactions (including Emergency Transactions)

- Supporting documentation of purchases needed (if applicable)

INFORMATION REQUIRED WHEN RETURNING CARD

- Itemized receipts/printout for each transaction
- Copy of Conference Request Form (if applicable)

APPROVALS REQUIRED

Department Manager

Vice President of Business and Administrative Services



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CAL CARD CHECK-OUT REQUEST FORM

The Chancellor, College Presidents and Vice Chancellors, are responsible for designating employees to receive the Cal Card and must use the Cal Card Application form. All applications are subject to review and final approval by the Vice Chancellor of Finance & Administration. In addition, the Vice President of Business and Administrative Services is the Approving Official for the Cal Card program at each Peralta campus.

Laney College Standard Operating Procedure (SOP) BUS.X.XX.XX is only intended to further define campus requests/use. All Cal Card holders must adhere to Peralta Community College District Administrative Guidelines for the Cal Card Visa Program.

College Process

Determine Use

The department and respective administrator will be responsible for reviewing to ensure that the Cal Card use is prohibited. The purpose of the District's Cal Card Program is to establish a more efficient, cost-effective method of purchasing and paying for emergency transactions, travel, conference and other small transactions and to establish policies and guidelines related to appropriate use of the Cal Card. An emergency purchase is defined as a purchase that bypasses normal procurement procedures to purchase directly limited amounts of goods or services (e.g.-repairs) which are needed on an emergency basis to continue essential department operations and/or to ensure the health and safety of the District/College's students, faculty and staff. The Cal Card can also be used for purchases where the District's purchase order is not acceptable.

The Cal Card should never be utilized in lieu of the District's purchasing procedures for non-emergency purchases. Nor should the card be used for any personal purchases. When in doubt, please refer to the Business Office for additional information regarding emergency purchases.

The department will be required to provide the related documentation in order to validate the use of the Cal Card. The following steps will be completed based on use request:

Student Travel

Approved Memorandum of Request to the College President to include:

- Participants
- Itinerary
- Itemized list of goods/services to be purchased
- Cost Analysis including funding source

Complete the Employee Cal Card Check-Out Request Form

Employee Travel/Conferences

Travel Authorization in Finance Module must be approved prior to requesting use

Complete the Employee Cal Card Check-Out Request Form

District Purchase Order(s) not accepted

Complete the Employee Cal Card Check-Out Request Form

Other Transactions (including Emergency Transactions)

Complete the Employee Cal Card Check-Out Request Form