**The best way to guarantee a successful Cal-Card reporting experience is creating a monthly task reoccurrence on your calendar. Set it up for the 25th of each month to remind you to go online and download your Cal-Card statement. This will insure that you don’t have to rush through the process of finding receipts, coding expenses, doing budget revisions, and getting it to the Business Office by the 3rd.**

**The monthly Cal-Card Statement, Cal-Card Purchase Report, and Receipts are due to the Business Office on the 3rd of each month** or the Friday before the 3rd if it falls on a weekend.Any Cardholder who turns in paperwork on or after the 6th of the month will lose the use of that Cal-Card for the remainder of the year. (So put it on your calendar!) If your Cal-Card is suspended, you may apply for reinstatement the following the school year.

** Online Cal-Card Statement:** Go to <https://access.usbank.com> (click “register Online” if you have not already registered) and download your statement. It is available each month on the 23rd. If you have any questions on how to obtain your statement online, call 1-877-887-9260, the US Bank Service Desk. The company short name is CALCRD.

Number each charge on your statement starting with #1. Match receipts/invoices/backup to the Statement, numbering the receipt with the corresponding number you gave the charge on your statement. Review the statement for accuracy. The Cardholder is responsible for attaching the bank statement, the monthly purchase report, all receipts/invoices/backup and a recap summary if submitting over 10 account lines **organized in the** **same order as they appear on the bank statement**.

** Cal-Card Purchase Report:** Each transaction that appears on the bankcard statement shall be recorded and numbered on the Purchase Report in the order it appears on the statement, and will include all the following information:

**□ Date of Purchase □ Account Number to be Charged □ Brief Description of Purchase**

**□ Vendors Name □ Total Dollar Amount Purchased**

**Using a current copy of your budget, take the time to glance over the account codes you will need to put on your report. Account codes used on your Cal-Card Purchase Report must:**

* **match the account codes that are in your budget *(if not, do a budget revision)***
* **be appropriate for the type of expense (if not, do a budget revision)**
* **have sufficient money on the line to pay for the expense *(if not, do a budget revision)***

The card holder is responsible to ensure that every budget line placed on the report has enough funds to cover the payment of charges on the statement. If several purchases (line items) are all coded to the same budget account number, make sure the sum of those lines does not exceed the total amount available. If so, do a Budget Revision immediately.