



## CAL CARD CREDIT CARD PROGRAM SUMMARY

### **Purpose and Restrictions**

The Cal Card Program involves City issued credit cards provided to authorized employees for City business use only. A "legitimate, official" use of a card is defined as using said card to procure goods or services authorized and necessary for ordinary purposes in connection with the operations and activities of the City of Pittsburgh. **Personal use of the card is not allowed.** Any improper use of the employee's Cal card, including failure to adhere to the City's purchasing and credit card policy and procedures, may result in disciplinary action being taken against the named owner of the card. The card is not a means to bypass purchasing policies and procedures for departmental expenses, including the need to obtain quotes for goods and services and the splitting of purchases to circumvent purchasing limits. **Note that you are responsible for ALL charges made to your Cal card.**

Cal Card may be used when other traditional methods of purchasing goods or services are not available to you. The use of a purchase orders is the preferred method of procuring goods and services for the City. If you use a CalCard to make your purchase, all provisions of the City's Purchasing Ordinance and Policy must be adhered to, including the obtaining of quotes for goods and services as detailed in the City's purchasing policy and ordinance.

### **Purchasing Limits**

Please be aware of your individual daily limits and monthly limits when using the City credit card. The City's standard limits are \$1,000 per transaction, and \$3,000 per month. However, your Department Head may establish lower/higher limits with approval from the Finance Department. If an emergency arises which necessitates exceeding the maximum single purchase limit established for your credit card, you must contact your Department Head prior to making the purchase. The Department Head must contact the Finance Supervisor or Director to raise the limit. In most cases, limits can be raised by phone in a matter of minutes.

### **Submitting Monthly Statements to Finance for Payment**

Upon receipt of the statement, complete the attached Cal Card Reconciliation form and submit to Finance for payment. Attach all sales receipts or confirmations of mail/telephone orders to the statement noting the purpose of the charge. If a receipt was lost or none was provided, please note on the reconciliation form. If an error or questionable item appears on your statement, contact US Bank immediately, and then follow up with notification to the Finance Department. The City will not pay for these disputed items until they have been resolved. Sign the statement and forward to your Department Manager for approval, even if there is a disputed charge. Finance must receive the completed and approved statement within 10 working days after the employee's receipt of the statement.

### **Lost, Stolen or Unauthorized Charges on Cards**

**If your card is lost, stolen or you believe has unauthorized charges, you are responsible for calling U.S. Bank at 1-800-344-5696 to report the issue and to notify your department and Finance.** U.S. Bank will ask for the last four numbers of your social security number and your birthdate, but they will not request any other personal information. A new card (with a new number) will be mailed to Finance within three (3) business days from when you reported the loss or theft to the BankCard Center. Finance will notify you after the receipt of your new card.

### **Termination or Department Transfers**

If you leave employment of the City, you are responsible for turning in your credit card to the Finance Department prior to your last day of employment. If you transfer to a new department, you are responsible to notify your new department head that you have a credit card and to Finance that you have changed departments. Your new department head will determine if your new position requires a credit card.