CAL CARD TO CAL CARD TO CAL CARD TO CAL CARD TO CALCULATE DIRECTOR OF Processing

		Signature Date
4.0	DEFI	ITIONS:
	4.1	Cal-Card: Procurement credit card
	4.2	Requisition: An official request to purchase products or services
	4.3	Online: Internet Explorer
	4.4	Shopping Cart: Place within a website to hold items selected to purchase
	4.5	Check Out: Place within a website to insert bill to/ship to/payment information
	4.6	
	5.2	Open Internet Explorer and access vendor's website address
		5.2.1 Search requested items and add to shopping cart
		5.2.2 Check out and enter the required information
		5.2.3 Review and submit order
		5.2.4 Print receipt/confirmation page
	5.3	Open approved requisition in Escape System
		5.3.1 Insert, verify and review requisition with the required information
		5.3.2 Print the purchase order and place "On Hold" status
	5.4	Distribution of copies of purchase order
		5.4.1 One copy retained in warehouse Cal-Card file
		5.4.2 One copy filed in buyer's designated binder by date of purchase
		5.4.3 When order received at district warehouse, warehouse staff will check in and receive items in the Escape System
		5.4.4 The warehouse copy of the purchase order, packing lists and delivery slips are retained with the buyer

CAL CARD PROCESSING (PUR-P009)

Sacramento City Unified School District

- 5.5 Reconciliation of Cal-Card US Bank Statement
 - 5.5.1 Review and document charges/credits/required information.
 - 5.5.2 Open the standard Monthly Cal-Card transaction spreadsheet to reconcile against the cardholder statements
 - 5.5.3 The Monthly Cal-Card transaction spreadsheet and cardholder statement

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8.0 REVISION HISTORY:

<u>Date</u>: <u>Rev</u>. <u>Description of Revision</u>:

5/21/07 A Initial Release