



Cal-Card Check-Out Process

To expedite the Cal-Card request process, please attach the Employee Cal-Card Check-Out Request Form to your Conference Request Form when submitting it for approval (if applicable). Please be advised that per-diem meals are no longer a permissible travel expense.

Step 1	Access the Employee Cal-Card Check-Out Request Form at Cuesta.edu on the Purchasing homepage http://www.cuesta.edu/about/depts/purchasing/index.html
Step 2	Complete the "Information required prior to Check-Out" section on the first page
Step 3	<p>Obtain the account string, note the department, maximum amount you expect to spend and obtain all necessary signatures (in accordance to the amount of the request) on the second page</p> <ul style="list-style-type: none"> • Division Chairs -- Amounts less than \$500.00 • Directors/Assoc Directors -- \$500.00 or greater but less than \$2,500.00 • Deans/Assoc Deans/Exec Directors -- \$2,500.00 or greater but less than \$5,000.00 • Vice Presidents -- \$5,000.00 or greater but less than \$10,000.00 • President or the president's designated administrator in charge -- \$10,000 or greater <p>Expenses being coded to a Foundation account must be encumbered prior to submitting to Purchasing</p>
Step 4	Submit the form to the Purchasing office for signature approval - please allow up to 7 business days for signature and processing
Step 5	Purchasing will let you know when your card is ready to pick up
Step 6	<p>Pick up your card and necessary forms from the Purchasing Department</p> <ul style="list-style-type: none"> • Sign the card pick-up sheet • Pick up the card check-out packet which will include your check-out card, a copy of your request form, and the receipt log
Step 7	<p>Keep ALL receipts</p> <ul style="list-style-type: none"> • While using the card, please adhere to the Credit Card Cardholder Responsibilities and the Cal Card Handbook • Receipts are required for all expenditures • Per-diem meals are NOT a permissible expense • Alcohol is NOT a permissible expense

	<ul style="list-style-type: none"> Receipts <i>without</i> an itemized breakdown will not be accepted
Step 8	<p>Return Cal Card to the purchasing department no later than one business day after you return from your trip</p> <ul style="list-style-type: none"> Return the Cal Card to the Purchasing Office in building 5600 Sign the card drop-off sheet
Step 9	<p>All of the following documents are due no later than five business days after travel</p> <ul style="list-style-type: none"> All receipts Receipt log with account strings Final signed travel conference form

In order to use the Cal-Card you will need a photo ID. Cuesta College ID Cards are available for free at the Public Safety office (not available at the North County campus). Please contact Public Safety to inquire about getting your employee ID.