

# CAL-Card: VISA Purchase Card

LBUSD BUSINESS DEPARTMENT

# What is a CAL-Card?

- VISA Purchase Card
- Issued in the name of the cardholder – similar to personal VISA card
- Pre-loaded with a designated amount and for approved expenditures – classroom supplies, travel expenditures, etc.
- Provides flexibility for purchasing
- Dispute, fraud and VISA liability protection

# Benefits of CAL-Cards to LBUSD:

## EMPLOYEE BENEFITS:

- No Out-of-Pocket Expenditures
- Obtain goods & services when convenient
- No follow-up paperwork

## BUSINESS OFFICE BENEFITS:

- Streamlines the A/P process:
  - Reduces the number of PRs
  - Reduces the number of checks issued
- Internet-based management system eliminating the need for expenditure receipts
- Spending safeguards through pre-established guidelines

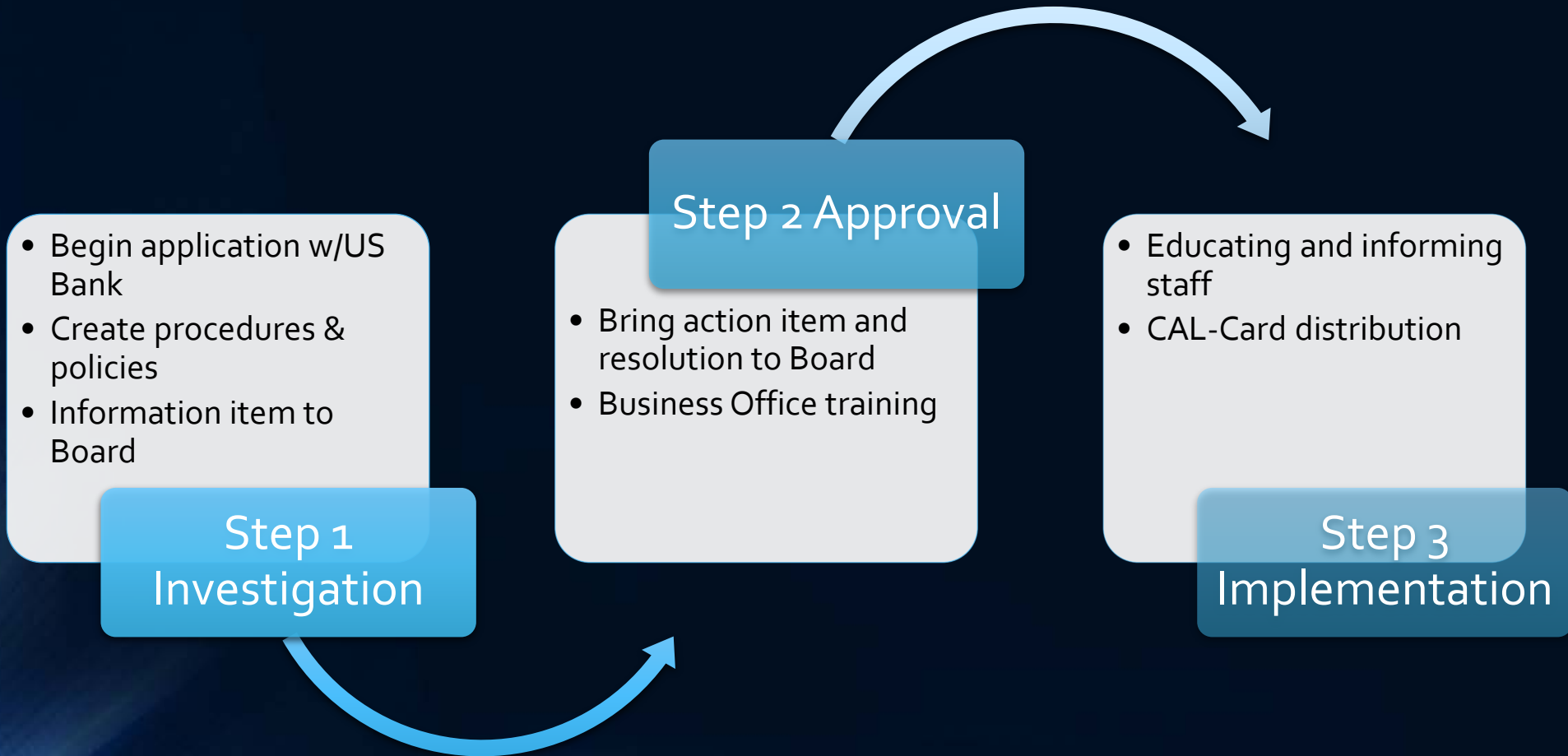
## LBUSD USES:

- SchoolPower Grant awarded purchases
- Pre-approved travel
- Administrators & Administrative Assistants

## CAL-Cards would reduce/eliminate current process for Employee Reimbursement:

- Approval granted – Board, Principal, Foundation, etc.
- Out-of-pocket Employee Expenditure
- Employee submits receipt for reimbursement
  - Supervisor signs and sends to District Office for CBO signature
- CBO sends to Accounts Payable for processing
- A/P distributes reimbursement through OCDE
- Director, Fiscal Services approves reimbursement
- OCDE issues reimbursement payment
- A/P receives reimbursement and distributes to employee

# Next Steps:





Questions?