

CalCard Statement Reconciliation and Recap Procedure:

1. Review statement for accuracy. **
2. Access CalCard Recap Sheet – this is used to provide necessary information for accounting regarding the items purchased
3. On the Recap Sheet:
 - a. Fill in the site name at the top
 - b. The date you are completing the Recap Sheet is auto-filled
 - c. For each receipt
 - i. Enter the date of the purchase
 - ii. Enter the vendor the item was purchased from
 - iii. Describe the item purchased (i.e. instructional materials, custodial supplies, etc.
 - iv. Enter the appropriate accounting code
 - v. Enter the total amount of the item(s) purchased
 - vi. If the item purchased is to be charged to a “Categorical” fund, enter the SPSA goal and page
 - d. Repeat for each item charged to the CalCard statement
 - e. **Personal items cannot be charged to CalCard. A personal check (or cash) must accompany the CalCard Recap Packet to reimburse the District for any personal charges**
 - f. ***If a receipt is lost and cannot be acquired from the vendor, the cardholder must include a personal check (or cash) for that purchase with the CalCard Statement and Recap Sheet***
4. The Recap Sheet should auto-total the charges entered
5. Confirm the total of the Recap Sheet is the same as the total charges on the CalCard Statement
6. Attach receipt(s) in order shown on the statement
 - a. Individual receipts/invoices smaller than 5 ½” x 8 ½” must be taped on the left side of an 8 ½” x 11” sheet of paper – ***one receipt/invoice to a sheet of paper***
7. ***CalCard user/holder signs CalCard Statement***
8. ***Approver signs CalCard Statement.*** At a school site:
 - a. The Principal is the approver for a teacher’s CalCard
 - b. The Principal is the approver for the Office Manager’s CalCard
 - c. The Office Manager is the approver for the Principal’s CalCard
9. ***CalCard user/holder signs the CalCard Recap Sheet***
 - a. The Principal is the Approving Official for a teacher’s CalCard.
 - b. The Principal is the approver for the Office Manager’s CalCard
 - c. The Office Manager is the approver for the Principal’s CalCard
10. ***Send packet to KAMI JUHNKE in ACCOUNTING***
This must be done within 5 days of receipt of CalCard Statement

*****Cardholder is responsible for contacting US Bank on questionable items or disputed transactions.***