

# Shasta County Office of Education SCOE

## Credit Card

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- ☐ **Credit cards are not to be used to bypass SCOE purchasing procedures**
  - ☐ **All credit card charges must be supported by an itemized receipt listing the items purchased**
  - ☐ **DO NOT PURCHASE SERVICES with credit cards (repairs, printing, custom orders, rentals, etc.)**
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1. Business Services
  - a. At the end of the monthly cycle (22<sup>nd</sup>) all charges will be downloaded into an excel spreadsheet
  - b. Email each cardholder's activity to the applicable executive/admin assistant
2. Executive/Admin Assistant
  - a. Collect receipts as items are charged. If the charge is for someone other than the cardholder, the receipt should have the account code and program manager's signature written on the receipt to document approval. An email from the program manager may be used in lieu of a signature for approval.
  - b. Match all supporting documentation to each charge on the spreadsheet received from business (*all charges must have an itemized receipt*). *Backup for travel should include a copy of the Conference Request, Advance and Claim Form (CRACF), even if travel has not been completed.*
    - i. Registration only invoices do not need a CRACF included if NO other expenses will occur. (i.e. virtual conferences)
  - c. Add an account code and GL comment for each charge. This comment will show on the fiscal reports. For further descriptions, note on receipts.
  - d. **Within five days of receiving the EXCEL spreadsheet, SCAN all supporting documentation. Organizing receipts in the order that they appear on the spreadsheet**
    - i. Keep all hardcopies for your records, do not send to Business.
  - e. Email completed EXCEL spreadsheet with account codes, GL comments, and PDF of scanned receipts to accounts payable (Gaylene - [gmler@shastacoe.org](mailto:gmler@shastacoe.org))
3. Cardholder / Cardholder's Supervisor
  - a. Please wait for an Adobe Sign Agreement via email from your accountant
  - b. Once you receive the email, review backup for accuracy and complete the Adobe Sign process to finalize the agreement. This agreement will be your approval of the spreadsheet and backup.

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4. Business Services
  - a. Accounts Payable
    - i. Review scanned documentation for appropriate backup and add any needed sales tax entries to the EXCEL spreadsheet, file in Cal Card shared folder (Cardholder name MM-DD-YY)
    - ii. **Please fix any orientation issues within the scanned document**
    - iii. File EXCEL spreadsheet (Cardholder name...with codes) in Cal Card shared folder
    - iv. Alert accountant when Excel spreadsheet and PDF are filed in the Cal Card folder
  - b. Accountant (by cardholder)
    - i. The main accountant assigned to the cardholder will coordinate with other accountants as appropriate to gather account code approvals
    - ii. Review documentation for appropriate program manager authorization and account codes
    - iii. Start an Adobe Sign Agreement with scanned EXCEL spreadsheet and backup routed by email to: (Adding signatures and the transaction ID fields)
      1. Cardholder
      2. Cardholder's supervisor
      3. Business Services - De'An Chambless
    - iv. Final Adobe Sign Agreement
      1. **Accountant will file the final agreement(s) by cardholder name in the Cal Card shared folder as one complete document to be used for JE support (...final)**