PALOMAR COLLEGE
CAL-Card Pre-Authorization Form

Instructions: The CAL-Card pre-authorization process serves as a key control in the District's management and oversight of CAL-Card purchases. Should you have any questions regarding this form please discuss them with your CAL-Card Account Custodian or the CAL-Card Program Administrator.

- A CAL-Card purchase may not be made until this form has been reviewed and signed by the Approving Official, who is either a Dean or Director (or higher authority) with oversight responsibility for the CAL-Card account being used. Functional areas may include and require additional approvers by using the "Other Approvers" space below.
- Prior to your purchase, this form must be completed and routed to the CAL-Card Account Custodian to support the month-end reconciliation.
- Immediately following your purchase, receipts should be sent to the CAL-Card Account Custodian to support the month-end reconciliation.
- All parties must be familiar with the prohibited and allowable CAL-Card purchases, before using this form. Those guidelines can be found in the CAL-Card Procedures by using this webpage: https://www2.palomar.edu/pages/businessservices/calcard-visa/
- Please complete all sections of this form and use **n/a** for items that aren't applicable.

Purchase Requestor:

Print Name: _____   Signature: _____

Department: _____   Ext. _____

Date Requested: _____

Purchase Description & Business Need (include supplier name, cost, reference any relevant projects and the business purpose of the transaction)

Vendor/Supplier:	Need/Justification:
Cost:	
Ordered by:	Date Ordered:

(add additional sheet if space required)

Account strings required

Account	Fund	Org/Dept	Program	Sub-Class	Budget Year	Project/Grant	$ or %

(add additional sheet if space required)

Authorizations

Other Approver(s): _____   Signature _____
(Print Name & Date)

CAL Card Account Custodian: _____   Signature _____
(required)   (Print Name & Date)

Approving Official: _____   Signature _____
(required)   (Print Name & Date)

Name on CAL-Card: _____