

# CalCard Preauthorization Form

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

- A CalCard 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 budget oversight responsibility for the CalCard 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 saved in the department/division to support the month-end reconciliation. Although this form is not required to be turned in with your month-end reconciliation, the account holder must collect the forms and receipts for each purchase to support month-end reconciliation.
- At month-end reconciliation, receipts and all backup documentation shall be sent to the CalCard Program Administrator as detailed in the CalCard Program Procedures.
- All parties must be familiar with prohibited and allowable CalCard purchases, before using the CalCard. Those guidelines can be found in the [CalCard Program Procedures](#) on the District's Business Services website.
- Please complete all sections of this form and use **n/a** for items that are not applicable.

## CalCard Information:

**Name on CalCard:** \_\_\_\_\_ **CalCard Custodian Name:** \_\_\_\_\_

## Purchase Requestor Information:

**Date Requested:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Extension:** \_\_\_\_\_

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

<b>Vendor/Supplier:</b>	<b>Description of Need/Justification:</b>
<b>Cost:</b>	
<b>Ordered by:</b>	<b>Date Ordered:</b>

*(add additional sheet if more space is needed)*

## Account strings required

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

*(add additional sheet if more space is needed)*

## Approvals

**Other Approver(s):** \_\_\_\_\_  
(Name)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CalCard Account Holder:** \_\_\_\_\_  
(required) (Name)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approving Official:** \_\_\_\_\_  
(required) (Name)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_