

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 Cal-Card: Procurement credit card
- 4.2 Requisition: An official request to purchase products or services
- 4.3 Online: Internet Explorer
- 4.4 Shopping Cart: Place within a website to hold items selected to purchase
- 4.5 Check Out: Place within a website to insert bill to/ship to/payment information
- 4.6

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**CAL CARD PROCESSING**  
**(PUR-P009)**  
Sacramento City Unified School District

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- 5.5 Reconciliation of Cal-Card US Bank Statement
  - 5.5.1 Review and document charges/credits/required information.
  - 5.5.2 Open the standard Monthly Cal-Card transaction spreadsheet to reconcile against the cardholder statements
  - 5.5.3 The Monthly Cal-Card transaction spreadsheet and cardholder statement

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/21/07	A	Initial Release