



October 11, 2019

D2019-05

TO: District Agricultural Associations (DAA)

SUBJECT: CAL-Card Program

The California Department of Food and Agriculture - Fairs and Expositions Branch (F&E) is committed in our support for the DAAs and the work you do in your communities. F&E would like to take this opportunity to remind the DAAs of the importance about the features and proper usages of the CAL-Card. The CAL-Card Program is a Department of General Services (DGS) designed VISA credit card service provided through US Bank for eligible goods and services designated as official state business transactions.

The following contains primary CAL-Card features and authorized function examples:

CAL-Card Features:

- Can only be used by authorized cardholders whose name is listed on the card.
- Can be used over-the-counter, on the internet, or by mail/phone.
- DGS approved credit card limit: \$2,500.00
- Maximum transaction amount allowed: \$2,499.00

Eligible CAL-Card Transaction/Purchase Examples:

- DAA-related single transactions/purchases (i.e. general office supplies, etc)
- One-time services (i.e. one-time equipment repairs, equipment relocation, etc.)
- Emergency scenarios (i.e. plumbing repairs, natural disasters, disease outbreaks, etc.)

Ineligible CAL-Card Transaction/Purchase Examples:

- Ongoing or continuous services: (i.e. monthly copier maintenance, laundry, utility bills, etc.)
- Personal expenses: No Exceptions
- DAA-related travel expenses (i.e. Travel, lodging, airfare, meals, beverages, fuel, work-related functions/events, etc.)
- Past-due invoicing or late fees
- Splitting payments to bypass limitations
- In place of a purchase order (PO) or contract when either is required



To learn about the restrictions and exclusions for selected merchants under the CAL-Card Program visit the following link for [CAL-Card Restrictions](#).

For CAL-Card training options, please visit the following links:

**Access Online Training Workshops** - Register for Access Online Training Workshops at [CAL-Card Training Schedule](#).

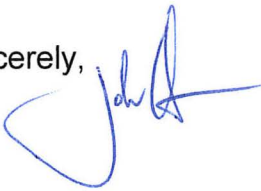
**Web-Based Training** - Request a password by emailing [CAL-Card@usbank.com](mailto:CAL-Card@usbank.com).

For more information on CAL-Card enrollment, please visit the following link for the [DGS CAL-Card Program](#).

For additional CAL-Card support and cardholder resources, please visit the [U.S. Bank Contact](#) PDF link.

If there are further questions in regards to the CAL-Card, please contact the Fairs and Expositions Branch at (916) 999-3000.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Quiroz", with a large, stylized flourish extending from the end of the name.

John Quiroz  
Branch Chief