



**Department of General Services
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

RE: Changes Affecting the CAL-Card Program

The following changes impact the State of California's CAL-Card Program:

1. Effective September 2005, the maximum per transaction limit for CAL-Card purchases was increased from \$25,000 to \$50,000.
2. Prior to January 1, 2006, every transaction initiated without using a Purchasing Authority Purchase Order (Std 65) and paid using a CAL-Card, required the user to obtain the supplier's written acceptance and/or submission of documentation in support of the following statutory requirements:
 - Non-Discrimination and Statement of Compliance
 - Drug-Free Workplace Certification
 - Sweatfree Code of Conduct
 - National Labor Relations Board Certification
 - Use Tax Collection (Seller's Permit Validation)
 - Expatriate Corporation
 - Electronic Waste Recycling Act of 2003

Effective January 1, 2006, new legislation (Chapter 381, Statutes of 2005 (SB 828, Maldonado)), waives this requirement for CAL-Card purchases of \$2,500 or less. This waiver, however, is capped at \$7,500 per year for individual suppliers by department. It is the responsibility of each state department to monitor total purchases made from individual suppliers on a statewide basis to determine if/when the \$7,500 limit per supplier has been reached.

Once the \$7,500 limit has been reached, State department users must obtain the bulleted certifications listed above or place orders using the Std. 65 and referencing the General Provisions (GSPD401Non-IT or GSPD 401IT), which include these clauses, when CAL-Card is identified as the payment mechanism.

Questions regarding this broadcast should be sent to the Department of General Services, Procurement Division, CAL-Card Program, at 916-375-4491.