



**Department of General Services**

**Procurement Division**

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

**RE: Revisions to the State Contracting Manual, Volume FI\$Cal – CAL-Card Program**

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This Broadcast Bulletin announces updates to CAL-Card Program policy and reconciliation requirements in State Contracting Manual (SCM), Volume FI\$Cal.

As part of this policy change, State agencies transacting in FI\$Cal are no longer required to enter line details during reconciliation for CAL-Card transactions under \$2,500 and not executed on a purchase document. If a Purchase Order was executed in FI\$Cal for the purchase, state agencies will still be required to enter line details on the Purchase Order. Agency Program Administrators should review the updated SCM-FI\$Cal policy prior to updating internal CAL-Card procedures.

Please see below State Contracting Manual (SCM), Volume FI\$Cal information blocks for revisions.

**SCM, Volume F**

- Chapter 8
  - 8.B2.0 – About CAL-Card ([rev 12/17](#))
  - 8.B2.1 – CAL-Card Usage and Purchasing Authority ([rev 12/17](#))
  - 8.B2.2 – Payment Mechanism Only ([rev 12/17](#))
  - 8.B2.3 – Dollar Threshold for CAL-Card Use ([rev 12/17](#))
  - 8.B2.4 – Ineligibility ([rev 12/17](#))
  - 8.B2.5 – Splitting Purchases ([rev 12/17](#))
  - 8.B2.6 – Account suspension ([rev 12/17](#))
  - 8.B2.7 – Limitations ([rev 12/17](#))
  - 8.B3.0 – Request to Participate (RTP) Form ([rev 12/17](#))
  - 8.B3.1 – State Agency Contract with CAL-Card Contractor ([rev 12/17](#))
  - 8.B3.2 – Requirement to Designate Staff, Roles, and Responsibilities ([rev 12/17](#))
  - 8.B4.0 – Executing Purchases Under \$2,500.00 ([rev 12/17](#))
  - 8.B4.1 – Executing Purchases \$2,500.00 and Over ([rev 12/17](#))
  - 8.B4.2 – Leveraged Procurement Agreements (LPA) and CAL-Card Payment ([rev 12/17](#))
  - 8.B4.3 – Purchase Document Requirements ([rev 12/17](#))
  - 8.B4.4 – Restriction for “Encumbrance Only” Acquisition Type ([added 12/17](#))

- 8.B5.0 – General ([rev 12/17](#))
- 8.B5.1 – Documentation Requirements ([rev 12/17](#))

For questions regarding this notification, please contact:

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