



Employee Cal Card Check-Out Request Form

Information required prior to Check-Out:

Department Name

Card # checked out

Employee Name

Phone

Email

Date of Check-Out

Est. Date of Return

Max Amount Requested to Spend

Purpose of check-out (*Please attach copy of Conference Request Summary Form if applicable*)

Information Required When Returning Card:

- **Itemized receipts for ALL transactions, showing:**
- The detail of each transaction (itemized list of goods/services purchased; this includes itemized restaurant receipts)
- A written description/explanation of the charge (e.g., "meal for 3: John Doe, Jane Doe & Bob Smith" or "snacks & supplies for staff meeting")
- The printed name of the employee who made the charge
- Account number expense is to be charged to (if different from above)
- Signature of approval from site/department administrator authorizing expense
- Copy of Conference Request Form (if applicable)
- If card is lost , notify Purchasing Department immediately

NOTE: Barring extraordinary circumstances (e.g, loss of luggage by airline etc.), transactions for which no receipts are provided will be billed to the employee who checked out the card

I, the undersigned Cuesta College Employee, understand and agree to the requirement and financial responsibilities associated with the check-out and use of the Cuesta Check-Out Cal Card. Furthermore, I agree to adhere to the Cuesta College Card Policies and Procedures as outlined in the Cal Card Policy and Procedures Handbook. I acknowledge that I have received a copy of said policies and procedures.

Employee Name

Date

