



DEPARTMENT MEMORANDUM

Proudly serving the County of Butte, the cities of Biggs, Gridley and the Town of Paradise

Attention ALL CalCard Users

December 22, 2013

To eliminate confusion about who approves an employee's CalCard package, I have outlined the process below. **Employees must submit their completed CalCard package to their supervisor (Chief Officer).**

*If you work under a Battalion Chief, the Battalion Chief supervisor is your CalCard approver. As an example if you work in Battalion 1 your CalCard approver would be B2111. If your Battalion Chief is unavailable the covering Battalion Chief will be your CalCard approver.

*If you work in the Administrative Office, D2102 would be your CalCard approver. If D2102 is unavailable the duty chief would be your CalCard approver.

*If you're a Battalion Chief, your supervisor (Assistant Chief) would be your CalCard approver. If your supervisor is unavailable the duty chief would be your CalCard approver.

If an employee has made CalCard purchases but will be on vacation when CalCard's are due (**audited, approved and at HQ no later than the 5th of each month**), it is the employee responsibility to go to the website and download a copy of their CalCard statement so the CalCard package can be completed, audited and approved prior to leaving for vacation. Instructions to access statements via the website are attached to this email.

Approvers are required to audit CalCard packages for mistakes prior to approving and forwarding the package to State Finance for processing. CalCard packages submitted containing errors or missing approval signatures will be returned to the employee by way of their Battalion Chief with a cover letter indicating what needs to correction.

Your assistance is greatly appreciated.

Darren Read

Assistant Chief, Administration

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