

**SECTION A – ACCOUNT INFORMATION**

CARDHOLDER NAME		CAL-CARD STATEMENT DATE	TODAY'S DATE
PROGRAM NAME	ASSIGNED PROXY NAME	APPROVING OFFICIAL NAME	
SUPPLIER NAME		AMOUNT	
TRANSACTION NUMBER		VOUCHER ID	

**SECTION B – REASON FOR STRIKE**

Merchant Receipt or Invoice (itemized, full description, zero balance, showing paid by Visa and last 4 digits) not included, not legible and/or not required format

FI\$Cal dispatched Purchase Order Required

Bill of Lading for Freight Charges over \$50 not included

[DGS OHR 1090 Training Request](#) Form, Copy of Conference/Training Class Agenda and/or Certificate of Completion not included

[DGS OFS 2026 Use Tax Payment Request](#) Form not included

Bottled Water Purchase Justification not included

[CALPIA Exemption Waiver Form](#) not included

[Desktop Mobile Computing Form](#) not included

[Contract Award Report \(STD. 16\)](#) not included

[Conflict of Interest Affidavit](#) not included

Payment of past due invoices

Pattern of late/delayed transaction reconciliation and/or approval

Prohibited Purchase

Failure to follow CAL-Card Policies and Procedures

Failure to follow end of fiscal year purchasing cutoff policy

Other \_\_\_\_\_

**SECTION C – REQUEST FOR ACTION**

**SECTION D – REQUESTOR INFORMATION**

REQUESTED BY	BUSINESS EMAIL	BUSINESS PHONE	RESPONSE REQUIRED BY DATE
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DGS Accounting will not pay the US Bank invoice until the above issue has been resolved. These delays in issuing payment may result in US Bank suspending all individual accounts within the managing account after 90 days of non-payment.

For 2nd strike occurrence in receiving a CAL-Card Request for Action on any of the reasons listed above, the CAL-Card may be revoked by the Office of Business and Acquisition Services (OBAS). See CAL-Card Policies and Procedures Manual located at <http://inside.dgs.ca.gov/bss/Home/calcard.aspx> for further information on this policy.