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

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

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.B2.2 – Payment Mechanism Only (rev 12/17)
  - 8.B2.6 – Account suspension (rev 12/17)
  - 8.B3.0 – Request to Participate (RTP) Form (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.B4.4 – Restriction for “Encumbrance Only” Acquisition Type (added 12/17)
For questions regarding this notification, please contact:

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