

Here's a copy of a recent notification from DGS-PD to all State Agency Contract Purchasing Officers and Purchasing Authority Contacts. This will be updated into the contract User Instruction. For CSSI IT contracts, CalCard payment may be completed without the Submission of a Standard 65, Contract Delegation Purchase Orders for order \$2,500 or less and within the requirements outlined below.

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**Broadcast Date: 03/13/06**

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**TO: Procurement and Contracting Officers (PCOs)**

**Purchasing Authority Contacts (PACs)**

**SUBJECT: Changes Affecting the CAL-Card Program**

The following changes impact the State of California's CAL-Card Program:

1. Effective September 2005, the maximum per transaction limit for CAL-Card purchases was increased from \$25,000 to \$50,000.
2. Prior to January 1, 2006, every transaction initiated without using a Purchasing Authority Purchase Order (Std 65) and paid using a CAL-Card, required the user to obtain the supplier's written acceptance and/or submission of documentation in support of the following statutory requirements:

- Non-Discrimination and Statement of Compliance
- Drug-Free Workplace Certification
- Sweatfree Code of Conduct
- National Labor Relations Board Certification
- Use Tax Collection (Seller's Permit Validation)
- Expatriate Corporation
- Electronic Waste Recycling Act of 2003

Effective January 1, 2006, new legislation (Chapter 381, Statutes of 2005 (SB 828, Maldonado)), waives this requirement for CAL-Card purchases of \$2,500 or less. This waiver, however, is capped at \$7,500 per year for individual suppliers by department. It is the responsibility of each state department to monitor total purchases made from individual suppliers on a statewide basis to determine if/when the \$7,500 limit per supplier has been reached.

Once the \$7,500 limit has been reached, State department users must obtain the bulleted certifications listed above or place orders using the Std. 65 and referencing the General Provisions (GSPD401Non-IT or GSPD 401IT), which include these clauses, when CAL-Card is identified as the payment mechanism.

Questions regarding this broadcast should be sent to the Department of General Services, Procurement Division, CAL-Card Program, at 916-375-4491.