



OFFICE OF THE SUPERINTENDENT  
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Board of Trustees  
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John Ramirez, Jr., Superintendent

August 21, 2014



The Honorable Marla O. Anderson  
Presiding Judge of the Superior Court  
240 Church Street  
Salinas, CA 93902

**Re: 2013-2014 Monterey County Civil Grand Jury Interim Final Report No. 4 –  
“Alisal Unified School District Credit Card Use”**

Dear Judge Anderson:

Please accept the following information as the Alisal Union School District’s response to the 2013-2014 Monterey County Civil Grand Jury Interim Final Report No. 4 – “Alisal Unified School District Credit Card Use.”

**Findings**

F1. At the order of the Alisal Unified School District Board of Directors, new procedures for credit card usage have been developed and implemented.

*RESPONSE:* The Respondent agrees with this finding.

F2. These procedures are being followed.

*RESPONSE:* The Respondent agrees with this finding.

F3. The CGJ noted that acceptable expenditure levels were not provided to credit card users.

*RESPONSE:* The Respondent agrees with this finding.

**Recommendations**

R1. Additional procedures should be developed to control credit card expenditures, such as having a list of acceptable expenditures with limits, depending on the cost and nature of the expenditures.

*RESPONSE:* The recommendation has been implemented. Administrative Regulation 3314.3, Use of District Credit Card, was approved by the Board of Trustees at the July 23, 2014 Board Meeting.

R2. More than one credit card should be made available as needed for staff travel, using the same established controls.

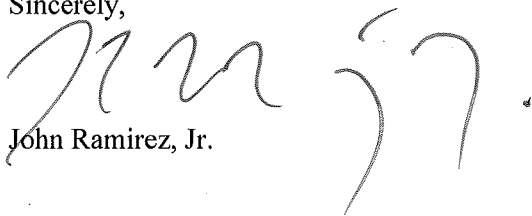
*RESPONSE:* The recommendation has not yet been implemented, but will be implemented by August 31, 2014.

**Conclusion**

In the event that you need additional information, please contact Mr. Jim Koenig, Assistant Superintendent for Business Services, at 831-753-5700, extension 2033.

The Alisal Union School District appreciates the work of the Monterey County Civil Grand Jury and is grateful for the opportunity to respond.

Sincerely,

A handwritten signature in black ink, appearing to read "John Ramirez, Jr.", with a stylized flourish at the end.

John Ramirez, Jr.