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August 21, 2014

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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.