

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

761



FROM: Registrar of Voters

SUBMITTAL DATE:
April 7, 2008

SUBJECT: Approval of Continued use of Credit Cards

RECOMMENDED MOTION: That the Board of Supervisors approve continued use of County credit cards by the Registrar of Voters office.

BACKGROUND: On March 18, 2008 the Board of Supervisors approved Board Policy A-62 on Credit Card Use (Item #3.8). This policy requires a department that has an essential need to use credit cards other than the County Procurement Card (P-Card), to have that use approved by the Board of Supervisors.

The Registrar of Voters (ROV) is requesting approval to continue using its three credit cards (Staples, Sam's Club, and Lowe's) to meet the department's unconventional needs associated with conducting elections. Changes in election practices and procedures inevitably result in emergency requests for supplies and materials to adequately serve voters and/or conduct election related activities. Since the P-Card is issued to a single person, it greatly limits our ability to respond quickly to emerging needs. In addition, rented trucks used to carry supplies to poll worker trainings and at collection centers on Election Night need to be fueled on the road to be ready for transport or return the next morning. County fuel cards cannot be used to fuel non-county vehicles.

Barbara Dunmore
BARBARA DUNMORE
 Registrar of Voters

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	NA
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NA
	Annual Net County Cost:	\$ 0	For Fiscal Year:	NA

SOURCE OF FUNDS:	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY *Jennifer L. Sargent*
Jennifer L. Sargent

County Executive Office Signature

- Dep't Recomm.: Consent Policy
- Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: | **District:** ALL | **Agenda Number:**

3.21

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The Registrar of Voters' use of these cards varies based on the number of elections and most recently on the degree of changes imposed by transitioning to voting on paper ballots. In FY 2006/07 expenditures were \$2,388. So far in 2007/08 we have expended \$22,180. We expect that as conditions stabilize in the future, the use of cards will return to much lower levels.

The ROV has written procedures for use of the cards. Use of the credit cards requires management approval. Sign in and out logs are kept on use of the cards, which are stored in a safe when not in use. All invoices are audited against receipts by accounting staff on a monthly basis.