827

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

FROM: Clerk of the Board

SUBMITTAL DATE: March 24, 2009

SUBJECT: Approval of continued use of Credit Cards

RECOMMENDED MOTION: That the Board approve continued use of County credit cards by the Clerk of the Board.

BACKGROUND: On March 18, 2008 the Board approved Board Policy A-62 on Credit Card Use (Item No. 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 Clerk of the Board (COB) is requesting approval to continue using its three credit cards (Staples, Office Max, and Office Depot) and an account at Reliable Office Solutions, to meet the department's needs for supplies that must be acquired in a timely manner to continue business. The Board of Supervisors has several satellite offices, which limits the ability to get supplies from COB inventory, therefore, as needs arise, supplies must be acquired in a timely manner.

The COB has written procedures for use of the cards. Use of the credit cards requires management approval, and the cards are assigned to an individual in two satellite district offices and to one staff in the COB office, which are stored in a safe when not in use. All invoices are audited against receipts by accounting staff on a monthly basis.

Nancy Romero, Clerk of the Board

Departmental Concurrence

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

SOURCE OF FUNDS:

Positions To Be Deleted Per A-30 ☐

Requires 4/5 Vote ☐

C.E.O. RECOMMENDATION:

APPROVE

BY: Christopher M. Hans

County Executive Office Signature

☒ Policy ☒ Policy
☐ Consent ☐ Consent
Dep't Recomm.: Per Exec. Ofc.:

2009 MAR 18 AM 10: 39

Prev. Agn. Ref.: | **District:** | **Agenda Number:** 3.7

Form 11 (Rev 06/2003)