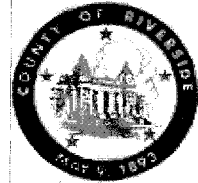


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

502



FROM: Clerk of the Board

SUBMITTAL DATE: March 18, 2010

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 such use approved annually by the Board of Supervisors.

Departmental Concurrence

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 with limited ability to obtain supplies from COB inventory. Occasionally, it is necessary for the satellite offices to have immediate access to supplies and it is primarily for that reason the credit cards are maintained.

The COB follows procedures as set forth in Board policy A-62. 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 member in the COB, which are stored in the safe when not in use. All invoices are audited against receipts by accounting staff on a monthly basis.

Kecia Jhem
Kecia Jhem, Clerk of the Board

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

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: *Christopher M. Hans*
Christopher M. Hans

County Executive Office Signature

Dept's Recomm.: Policy
 Per Exec. Ofc.: Policy
 Consent
 Consent

Prev. Agn. Ref.:

District:

Agenda Number:

3.20