

513

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



FROM: The Registrar of Voters

SUBMITTAL DATE:
March 30, 2010

SUBJECT: APPROVAL OF CONTINUED USE OF CREDIT CARDS

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

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 annually by the Board of Supervisors.

The Registrar of Voters (ROV) is requesting that we be allowed to continue to use the three credit cards we have been using (Staples, Sam's Club, and Lowe's) to meet our conventional needs. As we prepare for elections with changing practices and procedures there are inevitably emergency requests for supplies and materials that are needed immediately. Frequently these needs occur at times when County purchasing cannot respond. Since the P-Card is issued to a single person, it greatly limits our ability to respond quickly to emerging needs.

-continued-

Attachments:

Barbara Dunmore
BARBARA DUNMORE
 Registrar of Voters

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|-------------------------|-------------------------------|------|-------------------------|---|
| 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: *Karen L. Johnson*
 Karen L. Johnson

County Executive Office Signature

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

Prev. Agn. Ref.: 4/15/09 A.I. #3.19 | District: ALL | Agenda Number:

3.60

Registrar of Voters
Approval of Continued Use of Credit Cards
March 30, 2010

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. A recent audit of the department's credit card use was conducted by the Auditor-Controller and the ROV was in compliance with Board Policy A-62.