

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

976



FROM: Stanley L. Sniff Jr., Sheriff-Coroner-PA

SUBMITTAL DATE:
August 16, 2010

SUBJECT: Approval of Continued Use of Credit Cards

RECOMMENDED MOTION: Move that the Board of Supervisors approve the continued use of County Home Depot and Altura Credit Cards by the Sheriff's Department.

BACKGROUND: On March 18, 2008, agenda item #3.8, the Board approved the Credit Card Use Board Policy A-62. 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

BR 11-021 (Continued)

Will Taylor
Stanley L. Sniff Jr., Sheriff-Coroner-PA
Will Taylor, Director of Administration

FINANCIAL DATA	Current F.Y. Total Cost:	N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$0	Budget Adjustment:	No
	Annual Net County Cost:	\$0	For Fiscal Year:	FY 2010-11

SOURCE OF FUNDS: Not Applicable	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature BY: *Elizabeth J. Olson*
Elizabeth J. Olson

☒ Policy
☐ Policy
☒ Consent
☐ Consent

Dep't Recomm.:
 Per Exec. Ofc.:

The Sheriff's Department has an open Commercial Account with Home Depot which allows for on-duty staff to make purchases using a Buyer Identification Card. The Buyer Identification Cards, controlled by Sheriff's accounting personnel, are checked out to employees for open purchases of tools, hardware and material needed for immediate and urgent repairs to facilities and grounds at the Sheriff's Ben Clark Training Center, Correctional Facilities and Patrol Stations. These repairs are made when student, inmate and employee safety are at risk. The Buyer Identification Cards and purchase receipts are returned to accounting personnel upon completion of the purchases.

The Sheriff's Department also utilizes two Altura Credit Cards. One is used by personnel at the Ben Clark Training Center for booking hotel accommodations for off-site training. The second card is used for emergency travel and other urgent needs.

While we have implemented the use of County "P" cards, department-wide use is not practical for many of our 24/7 operations. County "P" cards can only be issued to and used by specified employees, negating operational flexibility. The continued use of the department's cards provides critically needed flexibility, as well as reduces the amount of paperwork and volume of advance funds provided.