

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

515



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

SUBMITTAL DATE:
May 2, 2013

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.

BR 13-082 (Continued on Page 2)

Departmental Concurrence

Will Taylor for

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 2012-13

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

BY: *Elizabeth J. Olson*
Elizabeth J. Olson

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

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

2013 MAY -3 PM 5:28
OFFICE BOARD OF SUPERVISORS
RECEIVED RIVERSIDE COUNTY

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 one Altura Credit Card, which is used for emergency travel and other urgent needs.

The continued use of the requested credit cards will provide for critically needed operational flexibility, as well as reduce the amount of paperwork and volume of advance funds provided. Further, 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.