

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

409A



FROM: Clerk of the Board

SUBMITTAL DATE:
January 26, 2016

SUBJECT: Approval of continued use of credit cards. (District All) [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the continued use of County credit cards by the Clerk of the Board.

BACKGROUND:

Summary

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.

The Clerk of the Board (COB) is requesting approval to continue using its two credit cards (Staples 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.

(Continued on page 2)

Kecia Harper-Ihem

Kecia Harper-Ihem
Clerk of the Board

Departmental Concurrence

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS:				Budget Adjustment: No	
				For Fiscal Year: 15/16	

C.E.O. RECOMMENDATION: APPROVE

BY: *Melissa Noone*
Melissa Noone

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.: 10/21/14; 3.9

District: All

Agenda Number:

3-8

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of continued use of credit cards. (District All) [\$0]**

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PAGE: 2 of 2

BACKGROUND:

Summary (continued)

The COB follows procedures as set forth in Board Policy A-62. Use of the credit cards require management approval, and the cards are assigned to an individual at one satellite district office and to one staff in the COB, which are stored in a safe when not in use. All invoices are audited against receipts by accounting staff on a monthly basis.

Impact on Residents and Businesses

No impact is anticipated.