

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

508



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

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  
County Executive Office Signature

- Dep't Recomm.:  Policy
- Per Exec. Ofc.:  Policy
- Consent
- Consent

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Buster and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: April 20, 2010  
 xc: COB

Kecia Harper-Ihem  
Clerk of the Board  
By: Michelle A. Jones  
Deputy

Prev. Agn. Ref.:                      District:                      Agenda Number:

3.20