

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

4099



**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

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**

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

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None  
Date: January 26, 2016  
xc: COB

Kecia Harper-Ihem  
Clerk of the Board

By: *[Signature]*  
Deputy

**Prev. Agn. Ref.:** 10/21/14; 3.9 | **District:** All | **Agenda Number:**

**3-8**

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

Departmental Concurrence

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

**DATE: January 26, 2016**

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**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.