

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



ITEM
3.10
(ID # 3244)

MEETING DATE:
Tuesday, January 17, 2017

FROM : CLERK OF THE BOARD:

SUBJECT: CLERK OF THE BOARD: 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.

ACTION: Policy

Kecia Harper-Ihem
Kecia Harper-Ihem, Clerk of the Board 12/14/2016

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS:			Budget Adjustment:	No
			For Fiscal Year:	2016/2017

C.E.O. RECOMMENDATION: [CEO use]

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None
Date: January 17, 2017
xc: COB

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy

3. 10

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STATE OF CALIFORNIA**

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.

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.