



MEMORANDUM
ADMINISTRATIVE SERVICES
Procurement Division
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Procurement Cards for Placer County Fire Stations

DATE: December 4, 2018

ACTION REQUESTED

Approve the issuance of procurement credit cards for each of the County fire stations to be used for small dollar delegated purchases in accordance with the County's Procurement Card Policy.

Authorize the Purchasing Manager and the Auditor-Controller to take all actions necessary to issue credit cards to each of the County fire stations.

BACKGROUND

Placer County has utilized a procurement credit card program since 1997. The current Procurement Card (P-card) Program is administered by Wells Fargo and was last reviewed by your Board in August 2015.

Since its inception the Procurement Services Division has managed the County's P-card Program. The P-card Program allows and encourages departments to utilize credit cards for the acquisition of items that fall within the department's delegated purchasing authority. To date there are approximately 416 credit cards that are being utilized Countywide with an annual volume of approximately 15,000 transactions totaling an estimated \$4,500,000.

Cardholders are typically limited to permanent County employees however P-cards have been issued to contract employees on a limited, case-by-case basis. There is a need for contract staff that operate the fire stations to have access to a P-card so that small dollar purchases can be made in a timely manner. P-Cards are currently issued to four (4) individual Placer County Battalion Chiefs; however, assigning card at a station-level, rather than individual-level will create efficiencies with purchasing as well as tracking expenditures. Your Board's approval of this request would authorize the issuance of 14 P-cards to each of the fire stations and would be available for use by any of the contract staff at that location in strict accordance with the County's Procurement Card Policy.

FISCAL IMPACT

There is no adverse fiscal impact anticipated with these actions. All of the fees associated with the pilot program have been waived for the duration. It is expected that there will continue to be direct productivity enhancements and organizational efficiencies from the implementation of these changes.

