



**MEMORANDUM
PROCUREMENT SERVICES**
County of Placer

TO: Honorable Board of Supervisors **DATE:** December 14, 2021
FROM: Todd Leopold, County Executive Officer
BY: Brett Wood, Purchasing Manager
SUBJECT: Procurement Cards for Placer County Sheriff's Office

ACTION REQUESTED

1. Approve the issuance of two department procurement credit cards for the Placer County Sheriff's Office to be used for small dollar delegated purchases in accordance with the County's Procurement Card Policy.

2. Authorize the Purchasing Manager and the Auditor-Controller to take all actions necessary to issue the credit card to the Sheriff's Office.

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 475 credit cards that are being utilized Countywide with an annual volume of approximately 12,500 transactions totaling an estimated \$7,090,230.

Cardholders are typically limited to permanent County employees however P-cards have been issued for department wide use on a limited, case-by-case basis. There is a need for County staff that support Sheriff's operations 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 114 individual Placer County Sheriff staff; however, assigning two cards at a division-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 two P-cards to the Sheriff's Office and would be available for use by any of the County's support staff or training division in strict accordance with the County's Procurement Card Policy.

FISCAL IMPACT

There is no adverse fiscal impact anticipated with these actions. It is expected that there will continue to be direct organizational efficiencies from the approval of this change.

Honorable Board of Supervisors
December 14, 2021
Procurement Cards for Placer County Sheriff's Office
Page 2

ATTACHMENTS

None