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COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: Finance

Department Head: Mary S. Holland

Presenter, if needed: Mary S. Holland

Preferred Meeting Date: Wednesday, February 6, 2008

Wording for the Agenda:

Update on the purchasing card program

Background/History/Details:

A revised purchasing card program was implemented beginning in September 2007. The implementation included an initial phase that involved a limited number of departments and allowable transaction types. The activities of the initial phase have been reviewed and the results of this review are ready to be presented to the Board of Commissioners.

Upgrades by Information Systems have now occurred that will allow for more automation of this process.

What action are you seeking from the Board of Commissioners?

None

If this item requires funding, please describe:

N/A

Has this issue come before the Commissioners in the past? Yes

If so, when? Thursday, August 9, 2007

Do you need audio-visual for the presentation? Yes

Back-up Material Submitted? Yes

STAFF USE ONLY

- (●) Finance Review Complete
- (●) Purchasing Review Complete
- (●) Legal Review Complete
- (●) Administrative Staff Review Complete

Administrator's Approval Yes

Confirmed Meeting Date Wednesday, February 6, 2008

- ( ) Recognition/ Presentation
- ( ) Public Hearing
- (●) Old Business
- ( ) New Business
- ( ) Consent
- ( ) Report
- ( ) Other