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Memorandum

To: Livingston County Board of Commissioners
From: Cynthia Catanach, Deputy County Administrator/ Financial Officer
Date: December 2, 2020
Re: Resolution to Amend the Livingston County Procurement Card Policy – GENERAL GOVERNMENT/ FINANCE / BOARD

Upon review of the current Credit Card Policy, the last revision was completed in September 2013. A review of our current practice as well review of several procurement credit card policies from comparable organizations provide the basis of the recommended policy revision.

The format of the Procurement Card Policy has been revised to include the following four (4) sections: I. Statutory References, II. Application of Policy, III. Authorization and Responsibility and IV. P-card Provisions. This streamlined policy will provide procedural efficiency which is in alignment with the current Procurement Policy.

In application, the procurement card administration is flexible enough to allow for one-time spend transactions based on purchase orders as well as, automatically enforce prohibited category spend.

With the approval of the recommended policy revisions, the County will achieve additional operational and procedural efficiency to continue to expand the current procurement card program in alignment with best practices.

Thank you for your consideration. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.