

Common Council Report

Agenda Item: Discussion and Possible Action Regarding Implementation of Procurement Card (P-Card) Policy
Meeting Date: June 7, 2022
Presenter: Kelsie Bannach, City Treasurer
Department: City Hall

Conformance with Strategic Plan:

- Affordability & Financial Stability
- Safe, Inclusive, Welcoming Community
- Diverse Opportunities for Fun and Life-Long Learning
- High Performing Organization with Professional Staff
- Environment for Business Success with Thoughtful Growth and Development

Summary

Establishing and implementing a Procurement Card (P-Card) Policy that outlines the responsibilities of authorized City personnel to obtain a City of Milton issued P-Card.

Analysis and Key Issues

The purpose of the Procurement Card (P-Card) program is to establish a faster, more cost-effective method for authorized employees to make purchases of supplies, materials, equipment, and services for City business use. The program streamlines payments by reducing the administrative burdens and costs associated with traditional methods of payments and offers a rebate incentive. The State Bureau of Procurement conducts bid solicitations for this program and the current vendor is US Bank. As part of the program, the City of Milton is responsible for establishing minimum standards for use of the P-Card to ensure compliance with government procurement policies and procedures. Since beginning to use the program in 2018, the City has not adopted a policy. The P-Card policy will allow the City of Milton to take disciplinary action in the event of cardholder misuse.

Staff has prepared the attached Procurement Card (P-Card) Policy and Cardholder Agreement that each authorized cardholder would be required to acknowledge and agree to abide by.

Fiscal Impact

Implementing a Procurement Card (P-Card) Policy will reduce the risk of a financial loss in the event of misuse, unauthorized purchases, or fraud by a cardholder.

Recommended Motion

Staff recommends approval of implementation of Procurement Card (P-Card) policy.



Attachments

- Procurement Card (P-Card) Policy and Cardholder Agreement 2022