



COLLIN COUNTY

Office of the County Purchasing Agent
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TO: Honorable Commissioners Court
FROM: Frank Ybarbo, Purchasing Agent *FY*
SUBJECT: Collin County Procurement Card Policy Revisions
DATE: July 25, 2011

On October 7, 2002 by Court Order No. 2002-829-10-07, the Commissioners Court approved to implement a Procurement Card Program and approved the Policy and Procedure Manual for such use.

Since the approval of that Policy and Procedure Manual, several changes have been made by the credit card bank due to the technology of automated reconciliation of card & merchant processes. The revisions in the reconciliation have eliminated the use of 'hand written' processes to entries made on our current accounting system. Also, the addition of 'Departmental Cards' are now available to departments for use by their designated employees, not just the individual cardholder.

To address these issues, the P-Card policy has been revised with specifics and submitted for your review and approval. Please address any concerns to the Purchasing Agent.