



# COLLIN COUNTY

Office of the Purchasing Agent  
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## MEMO

**TO:** Commissioners Court

**FROM:** Michelle Charnoski, NIGP-CPP, CPPB  
Purchasing Agent

**DATE:** August 8, 2024

**RE:** Utilize Citibank, N.A. for Commercial Charge Card Services through Texas Smartbuy, Contract 946-M2

Request to utilize the above referenced Texas Smartbuy Contract, Commercial Charge Card Services, Contract No. 946-M2, during the period of September 1, 2024 through and including August 31, 2025. Citibank N.A. is the commercial charge card services provider for the State of Texas Payment and Travel Card Program.

The utilization of this contract through Texas Smartbuy meets the bid laws as per Texas Local Government Code 271.102. Authorization to utilize Citibank N.A. was previously authorized under CO# 2011-111-02-21.

Please let me know if you should have any additional questions.