




COLLIN COUNTY

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TO: Commissioners Court

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

DATE: June 19, 2025

RE: Utilize U.S. Bank National Association for Commercial Charge Card Services
through Texas SmartBuy, Contract 946-M4-3292

Request approval to utilize Texas SmartBuy Contract No. 946-M4-3292 for Commercial Charge Card Services, awarded to U.S. Bank National Association (U.S. Bank), during the period beginning September 1, 2025, through and including March 31, 2027.

This contract was competitively procured and awarded by the Texas Comptroller of Public Accounts, and its use by local governments is authorized under Texas Local Government Code § 271.102, which permits local governments to participate in cooperative purchasing programs administered by the State of Texas without the need for a separate competitive bidding process.

U.S. Bank was recently awarded the statewide contract for the Texas Payment and Travel Card Program, replacing the current provider, Citibank, N.A., whose contract is set to expire on August 31, 2025. Collin County currently has 631 Citibank-issued MasterCard commercial charge cards assigned to employees. These cards will be transitioned to the U.S. Bank MasterCard platform under the new contract.

Collin County intends to implement the U.S. Bank program by the contract effective date to ensure no interruption in purchasing card services. Utilizing this SmartBuy contract will allow the County to maintain continuity in operations while ensuring compliance with state procurement laws and obtaining competitive rates and services negotiated at the state level.

We respectfully request authorization to proceed with the transition and execution of necessary agreements under this cooperative contract.

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

/MD