

AGENDA ITEM 1 I  
Consent Item

**MEMORANDUM**

**DATE:** March 2, 2017  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Fiscal Administration Manager  
**SUBJECT:** Approve Revised Blanket Purchase Order B22168 issued to Visa

**REQUESTED ACTION:**  
**BY MOTION,**

**Approve Revised Blanket Purchase Order B22168 issued Visa to the amount of \$34,000 for Fiscal Year 2016/17**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) Purchasing Procedures and the Joint Powers Agreement establishing El Dorado Transit require Board approval for Purchase Orders over \$25,000 and Purchase Requisitions over \$5,000.

**DISCUSSION**

El Dorado Transit holds a Visa account issued through UMPQUA BANK. Over the past several years the trend of payment for items such as travel and training, single use purchases and other small items has transitioned from staff issuing purchase orders to immediate payment via Visa.

Staff currently holding these cards includes;

- Executive Director
- Operations Manager
- Human Resources / Administrative Services Manager
- Planning and Marketing Manager
- Administrative Analyst

The increase in VISA usage is due in part to planned employee training that requires a credit card to secure travel and lodging charges. There are also monthly charges that require credit cards such as Shopify for credit card processing of fare media purchased by passengers and other informational technology support charges for licensing, etc.

Each month statements are sent to each card holder for reconciliation prior to payment. Checks and balances are maintained to ensure all purchases are correct, accounted for, and fall under proper purchasing procedures.

**FISCAL IMPACT**

Approval of this agenda item is within the adopted Mid-Year Budget FY 2016/17.

Various	VISA	<u>Approved</u> \$24,000	<u>Proposed</u> \$34,000
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**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**REVISED 03/02/17**

**PURCHASE ORDER NO. B22168**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/16**

ACCOUNT: TO BE DESIGNATED

TO: VISA  
 UMPQUA BANK  
 4011 PLAZA GOLDORADO CIR  
 CAMERON PARK, CA 95682-8257

SHIP & INVOICE TO:  
**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact:

Vendor Phone No: (530) 622-4242

Fax No:

<b>PROMISED DELIVERY DATE</b>		<b>TERMS: NET DUE</b>		
		<b>F.O.B. DESTINATION</b>		
<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>EXTENDED TOTAL</b>
		AGENCY CREDIT CARDS FOR:  EXECUTIVE DIRECTOR OPERATIONS MANAGER HUMAN RESOURCES/ADMINISTRATIVE SERVICES MANAGER PLANNING AND MARKETING MANAGER ADMINISTRATIVE ANALYST  MISC. VISA PURCHASES  FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17		NOT TO EXCEED \$34,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			<b>SUBTOTAL</b>	\$34,000.00
			<b>SHIPPING</b>	
			<b>SALES TAX</b>	
			<b>TOTAL</b>	NTE: \$34,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."