

**TOWN OF FAIRFAX  
STAFF REPORT**

**To: Mayor, Members of the Town Council**

**From: Michael Rock, Town Manager**   
**Laurie Ireland-Ashley, Finance Director**

**Date: September 11, 2010**

**Subject: Discussion/Consideration of approval of participation in Cal Purchasing Card Program**

**RECOMMENDATION**

Discussion/ Consideration of approval of participation in Cal Purchasing Card Program

**DISCUSSION**

The Town currently cuts checks for each individual invoice or payment. The Town currently has a single credit card for any purchases requiring such method of payment. The cost of the check issuance is approx \$50 per check. The cost of the credit card is greatly reduced as it can be paid once for several purchases.

The Cal Card Program is utilized throughout the State by municipalities in an effort to control both costs and streamline processes. Under the Cal Card Program each selected employee would be assigned a purchasing limit (\$1,000 for example) and they would be issued a purchasing card with their name and the Town of Fairfax name.

All purchases are controlled both globally and individually. Globally the program will not let anyone purchase anything at selected "off limits" vendors. Individually you can additionally limit what vendors are authorized – only Public Works would be able to rent equipment.

The monthly itemized bills (multiple vendors on one invoice) would come to both each department head and the Finance Director (Internal Audit cross-check). After coding by the Department Head the invoice goes to Finance to be paid. All coded bills will be reviewed by the Town Manager (Internal Audit cross-check). One check would be cut for all the current monthly purchases by the departments.

The month end check register would show the check payment for Council review. If we pay by electronic check the payment would show on the month end EFT register. Fairfax has been authorized by the Cal Card reviewing board to be eligible to participate in the program pending Council approval.

**FISCAL IMPACTS**

Savings on \$50 per check for each vendor purchase that can be made on the Cal Card. Consolidated invoice review saves Department Head time, which is higher end dollars. Monthly Audit review time savings as all activity is consolidated for quick cross check, and can be hard coded in the system to increase efficiency.

**ATTACHMENTS**

1. Proposed Cal Card Limits and Users



Assignment Template - Bank 1425

Use this form to set up a new Purchasing Card Cardholder. Columns in blue are REQUIRED fields. Columns in grey are Bank Use Only. Drag the mouse over the column header below to view the definition of each

Table with 8 columns: Client ID, Last Name, First Name, Middle Name, Organization Name, Department, Empl - Optional 1, Monthly Limit. Rows include cardholders like IRELAND-ASHLEY LAURIE, ROCK MICHAEL, MORIN CHRISTOPHER, etc.