

**TOWN OF FAIRFAX  
STAFF REPORT**

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

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

**Date: September 1, 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 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

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

Client ID	Last Name	First Name	Middle Name	Organization	Department	Empl - Optional 1	Monthly Limit
	IRELAND-ASHLEY	LAURIE		TOWN OF FAIRFAX	0241	FINANCE	010000
	ROCK	MICHAEL	K	TOWN OF FAIRFAX	0211	TOWN MANAGER	025000
	MORIN	CHRISTOPHER	E	TOWN OF FAIRFAX	0411	POLICE	010000
	O'CALLAGHAN	JAMES		TOWN OF FAIRFAX	0411	POLICE	003000
	BAKER	STUART		TOWN OF FAIRFAX	0411	POLICE	003000
	POWELL	CYNTHIA		TOWN OF FAIRFAX	0411	POLICE	003000
	TUSCHER	RHONDA		TOWN OF FAIRFAX	0411	POLICE	002000
	ROBERSON	MARJONNE		TOWN OF FAIRFAX	0411	POLICE	002000
	SUTHERLAND	ROBERT		TOWN OF FAIRFAX	0411	POLICE	002000
	CADE	WILLIAM		TOWN OF FAIRFAX	0411	POLICE	002000
	ARCE	ELMER		TOWN OF FAIRFAX	0411	POLICE	002000
	HOWLETT	MARK		TOWN OF FAIRFAX	0411	POLICE	002000
	TABARANZA	RICO		TOWN OF FAIRFAX	0411	POLICE	002000
	STEVENS	KATHLEEN		TOWN OF FAIRFAX	0411	POLICE	002000
	RAMIREZ	ANUAR		TOWN OF FAIRFAX	0411	POLICE	002000
	CROW	GUY		TOWN OF FAIRFAX	0411	POLICE	002000
	METCALF	CHARLES		TOWN OF FAIRFAX	0411	POLICE	002000
	SHORT	SHELDON		TOWN OF FAIRFAX	0411	POLICE	002000
	CLARKE	THOMAS		TOWN OF FAIRFAX	0411	POLICE	002000
	WILKIE	KATHLEEN		TOWN OF FAIRFAX	0510	PUBLIC WORKS	010000
	BRUCE	THOMAS		TOWN OF FAIRFAX	0511	PUBLIC WORKS	001000
	CONTRATTI	RUDY		TOWN OF FAIRFAX	0611	PUBLIC WORKS	001000
	ANDERSON	JUDY		TOWN OF FAIRFAX	0221	TOWN CLERK	001000
	MOORE	JAMES	M	TOWN OF FAIRFAX	0311	PLANNING	002500
	NEAL	LINDA		TOWN OF FAIRFAX	0311	PLANNING	001000
	LOCKABY	MARK		TOWN OF FAIRFAX	0321	BUILDING	001000
	WATERS	SUSAN		TOWN OF FAIRFAX	0715	TOWN HALL	001000
	TRAPALIS-BAIRD	MARIA		TOWN OF FAIRFAX	0217	VOLUNTEER/REC	001000