

**Purchasing Committee Meeting
November 14, 2008**

A meeting of the Purchasing Committee of the Board of Finance was held on Friday, November 14, 2008. The following were in attendance: Committee members Commissioners Ron Messier, Chair; Roald Erling; Mark Peterson. Commissioner Tonon was absent. Also present were Roger Rousseau, Purchasing Agent.

The meeting was called to order at 8:05 a.m.

1. Discussion of procurement card polices and procedures and take any action as necessary.

Roger provided recent examples of where Department Heads have had to use their personal credit card and seek reimbursement for a purchase made online. The Bristol Development Authority recently registered for a webinar and the only way to register was online with a personal credit card. Similarly, MIS registers domain names online and uses a personal credit card.

Roger recommended that the City apply for a Procurement Card through the use of a State of Connecticut contract administered by the State Comptroller and the State Department of Administrative Services, which has been extended to municipalities. Roger's recommendation is to have two credit cards available to the City, one held by the Comptroller and one by the Purchasing Agent. The credit cards will never leave the office. If the card is needed the transaction will need to be approved by the relevant department head, purchasing agent, and comptroller, and then Roger or the Comptroller's Office will use the card. The number will not be given out to employees. The cards can be assigned any restrictions that the Board of Finance think would be appropriate (cap by transaction or cap by purchase type). Monthly reconciliation would need to be made for the transactions, but with limited use the reconciliation should be manageable. The card can be used for travel purposes, to reserve flights and hotels. There are very few department heads who do travel out of state, but this card would reduce the number of transactions an employee needs to put on their personal credit card.

Commissioner Peterson asked what the current procedure is. Roger explained the individual will pay for the purchase on their individual credit card and submit the receipt/statement for the City to reimburse.

The Committee discussed reporting this meeting to the Board of Finance in November, while Roger drafts policies and procedures and presents them to the Board for review in December with action being taken in January.

Commissioner Erling made a motion seconded by Commissioner Peterson and accepted unanimously.

"To request the Purchasing Agent to draft a policy relating to a Procurement Card, establishing a monthly transaction limit of \$5,000 and restricting transactions from use at specific merchant types such as restaurants and liquor stores."

The Committee requested that the Purchasing Agent draft policy guidelines that would allow for the issuance of two City credit cards; one to be held by the Purchasing Agent and one to be held by the Comptroller. The policy would include outlines for card use and would also include a monthly reporting mechanism directly to the Board of Finance. The draft policy would be reviewed at a subsequent meeting of the Committee.

No action was taken.

2. Adjournment.

Motion to adjourn was made by Commissioner Peterson, seconded by Commissioner Peterson; the motion was unanimously accepted.

The meeting was adjourned at 9:04 a.m.

Respectfully submitted,

Ronald Messier, Chairman