

RESOLUTION NO. 2003-064

ADOPTING AND AUTHORIZING THE USE OF PURCHASING
CARDS FOR DESIGNATED EMPLOYEES AND POSITIONS.

WHEREAS, the Board of Trustees passed Resolution 2002-186 on November 18, 2002 adopting and approving Procurement Policies for the Greater Cleveland Regional Transit Authority; and

WHEREAS, pursuant to Section 27.0 of the Procurement Policy of the Authority, employees and officers designated by the Board of Trustees are authorized to use purchasing cards for the acquisition of readily available retail items and items under contract, as long as such purchases do not exceed the small purchase limit; and

WHEREAS, the CEO, General Manager/Secretary-Treasurer has adopted and approved administrative procedures governing the use of the purchasing card; and

WHEREAS, Section 27.0 of the Procurement Policy requires the Board to designate those employees and officers authorized to use purchasing cards.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio.

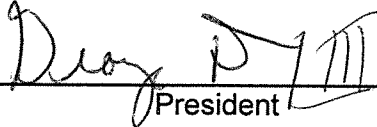
Section 1. That those officers and employees listed in Attachment "A" are designated and authorized to use purchasing cards in accordance with the procedures adopted by the General Manager.

Section 2. In the event a designated employee leaves the position, the successor to the designated position shall be authorized to receive and utilize the purchasing card.

Section 3. That this resolution shall become effective immediately upon its adoption.

Attachment A: Officers and Employees Designated to use Purchasing Cards.

Adopted: May 20, 2003



President

Attest: 

CEO, General Manager/Secretary-Treasurer

ATTACHMENT A

OFFICERS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Executive

CEO, General Manager and Secretary-Treasurer	Joseph Calabrese
Secretary to General the Manager/Secretary-Treasurer	Marilyn Lebon
Executive Secretary to the Board of Trustees	Rhonda Raidl
Executive Director-Office Of Management and Budget	Grace Gallucci
Executive Director-Internal Audit	Anthony Garofoli
Director-Marketing and Communications	Stephen Bitto

Engineering and Project Management

Executive Secretary, Engineering and Project Management	Margareta Mitsionis
Project Assistant (ECTP)	Maryann Merce

Finance and Administration

DGM-Finance and Administration	Loretta Kirk
Director-Procurement	Greg Van Ho
Manager-User Support	Carol Breitenbach
Manager-Building Support Services	Ronald Yannitello
Supervisor-Computer Room	Matthew Davis
Supervisor-Revenue Collection	Allen Polly
Secretary (Information Systems)	Deborah Smith
Administrative Assistant (Accounting)	Frances Barnett
Administrative Assistant (Procurement)	Brenda Zeigler

Human Resources and Business Development

DGM-Human Resources and Business Development	Myers Rollins
Director-Office of Business Development	Angela Berry Roberson

Legal Affairs

DGM-Legal Affairs	Sheryl King Benford
Manager of Safety	James Dougherty

Operations

DGM-Operations	Michael York
Director of Security/Chief of Police	John Joyce
Commander-Transit Police	Victor Sandej
Commander-Transit Police	Lawrence Visgak
Director-Service Management	Alan Erenrich
Director-Fleet Management	Douglas Seger
Director-Project Support	Joel Freilich
District Director	Annie Lott
District Director	Michael Hargrove
District Director	Michael Couse
District Director	William Eltrich
District Director	Dennis Rehfuss
Manager-Transportation	Walter Allchin
Manager-Transportation	Loretta Jordan
Manager-Transportation	Albert King

ATTACHMENT A (Continued)
Designated Purchasing Card Users

RESOLUTIONS
16181

Operations (Continued)	
Manager-Transportation	Wendy Mayes
Manager-Transportation	Travis Young
Manager-Transportation	Herschel Stephens
Manager-Technical Services and Training	David Romeo
Manager-Inventory	David Vegh
Manager-Power and Way	William Wolf
Manager-Schedules	Ray Scheetz
Operations Manager (MIS)	Richard Newell
Manager-Rail Equipment	Ivorol Cole
Manager-Central Equipment	Anthony Russo
Equipment Administrator-Rail	Nestor Labyk
Manager-Equipment	David Granchi
Manager-Equipment	Robert Hazeldine
Manager-Equipment	Thomas Swink
Manager-Equipment	John Tremmel
Manager-Facilities	Gilbert Crawford
Manager-Facilities	Clinton Anderson
Manager-Facilities	LaVaughn Chatman
Manager-Facilities	Robert Prince
Manager-Facilities	Michael Puleo
Manager-Facilities	George Thompson
Supervisor-Rail Station Facilities	John McLaughlin
Supervisor-Rail Station Facilities	Tom Myroniak
Maintainer	Roger Kwiatkowski
Maintenance Helper	Lawrence Sobol
Staff Assistant (Rail Equipment)	Patrick Lewis
Secretary I (Rail District Administration)	Janice Daniels

Form
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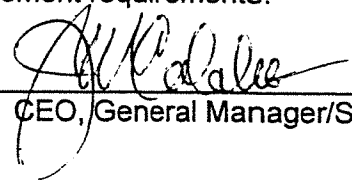
Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: ADOPTING AND AUTHORIZING THE USE OF PURCHASING CARDS FOR DESIGNATED EMPLOYEES AND POSITIONS	Resolution No.: 2003-064
	Date: May 15, 2003
	Initiator: Finance and Administration
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This action will allow the Authority to comply with the Procurement Policy approved by the Board of Trustees on November 18, 2002 under Resolution No. 2002-186 and Ohio Revised Code 306.43. The CEO, General Manager/Secretary-Treasurer has adopted and approved Administrative Procedures to govern the use of the purchasing card.
- 2.0 DESCRIPTION/JUSTIFICATION: The utilization of the purchasing card will allow the procurement process to be streamlined for the acquisition of readily available retail and contract items.
- 3.0 PROCUREMENT BACKGROUND: The Procurement Department entered into a Pilot Program in the Spring of 2001. Based on the Pilot Program it has been determined that the use of purchasing cards for designated officers and employees is advantageous to the Authority.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does Not Apply. However, authorized users of the Procurement cards are encouraged to utilize DBE vendors and suppliers whenever possible.
- 5.0 POLICY IMPACT: This resolution is consistent with the Procurement Policies adopted by the Board of Trustees on November 18, 2002.
- 6.0 ECONOMIC IMPACT: All purchasing card transactions will be funded through the General Fund. The budget amounts will be encumbered from the user department annual budget allocation.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would prevent the use of purchasing cards designed to streamline the procurement process for readily available retail items and contract items.
- 8.0 RECOMMENDATION: It is recommended that designated officers and employees be authorized to make purchases using the purchasing card in accordance with procedures adopted by the General Manager.

9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO, General Manager/Secretary-Treasurer