

RESOLUTION NO. 2006-52

AMENDING RESOLUTION 2003-064 REGARDING THE AUTHORIZED USE OF PURCHASING CARDS FOR DESIGNATED EMPLOYEES AND OFFICERS

WHEREAS, pursuant to Section 27.0 of the Procurement Policy of the Authority adopted by the Board of Trustees in Resolution 2002-186 on November 18, 2002, the Board determined that purchases not exceeding the small purchase limit of readily available retail items and items under contract could be made by employees and officers authorized by the Board of Trustees to use purchasing cards; and

WHEREAS, the Board of Trustees by Resolution 2003-064 passed on May 20, 2003 designated which employees and officers were authorized to use Purchasing Cards to make such purchases for the Greater Cleveland Regional Transit Authority; and

WHEREAS, there has been a determination that authorizing additional employees and officers to use Purchasing Cards to make such purchases would enhance the efficiency of the Authority's operations; and

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

Section 1. Attachment A referred to in Section 1 of Resolution 2003-064 is hereby supplemented by the addition of the employees and officers listed on Attachment A-1 to this resolution.

Section 2. Beyond this addition, Resolution 2003-064 remains unchanged.

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

Attachment A-1: Additional Employees Authorized to Use Purchasing Cards.

Adopted: March 21, 2006

President

Attest: _____
CEO, General Manager/Secretary-Treasurer

ATTACHMENT A-1

ADDITIONAL EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Executive

Executive Secretary
Executive Secretary
Executive Secretary

Charlene Sustarsic
Gizella Gregoire
Mary Wilkins

Engineering and Project Management

Administrative Assistant
Administrative Assistant

Lucy Anderson
Marian Russell

Finance and Administration

Word Processing Coordinator
Secretary II

Patricia Thurmond
Danielle Bennett

Human Resources

Executive Secretary
Secretary I
Administrative Assistant

Terri Simpson
Veronica Young
Yvonne Robinson

Marketing

Administrative Assistant

Pamela Hollimon

Legal Affairs

Administrative Assistant
Legal Stenographer
Clerk Typist

Jacquiline Phillips
Sandra Young-Boyce
Fellisa Williams

Operations

Administrative Assistant
Staff Assistant
Stenographer
Clerk Typist
Clerk Typist
Administrative Assistant
Operations Senior Staff Assistant
Clerk Typist

Mildred Vazquez
Darlene Boldware
Bettye Morgan
Don Bright
Danette Perkins
Marcia Hollinger
Noel Cummings
Diane Hollo



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: AMENDING RESOLUTION 2003-064 REGARDING THE AUTHORIZED USE OF PURCHASING CARDS FOR DESIGNATED EMPLOYEES AND OFFICERS	Resolution No.: 2006-52
	Date: March 16, 2006
	Initiator: Finance & Administration Division
ACTION REQUEST: X Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This action will supplement Attachment A to Resolution 2003-064 by adding additional employees and officers to the listing of those authorized to use of the Purchasing Card.
- 2.0 DESCRIPTION/JUSTIFICATION: The supplement to Attachment A will increase the number of employees who are authorize to use the Purchasing Card to purchase items in accordance with the Procurement Policy. This addition will allow for the Purchasing Card to streamline the purchasing of office supplies and may eventually be used for other small purchases.
- 3.0 PROCUREMENT BACKGROUND: The Procurement Department entered into a pilot program in 2001. Based on the pilot program, it has been determined that the use of Purchasing Cards for designated officers and employees authorized is advantageous to the Authority.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: All Purchasing Card transactions will be funded 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 officers and employees designated be authorized to make Purchasing Card purchases in accordance with the 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