

RESOLUTION NO. 2020-80

APPROVING PURCHASING CARDS FOR TRAVEL ON AUTHORITY RELATED BUSINESS

WHEREAS, the Board of Trustees adopted Resolution 2003-064 on May 20, 2003, authorizing the use of purchasing cards for Authority business by designated employees and positions; and

WHEREAS, the Board of Trustees has subsequently authorized additional employees and positions designated to use purchasing cards; and

WHEREAS, while updating the Authority's travel policy, the Authority has recently received guidance from the Ohio Ethics Commission providing that, under certain circumstances, Authority Board members, officers or employees whose duties for the Authority include negotiating or authorizing Authority contracts with financial service providers would be prohibited from using personal rewards program credit cards issued by financial institutions that are doing or seeking to do business with the Authority for Authority travel; and

WHEREAS, Authority management has undertaken a review of the positions whose duties for the Authority include negotiating or authorizing Authority contracts with financial service providers, resulting in a recommendation to establish a new "travel only" Purchasing Card.


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

Section 1. That the following positions are designated to use "travel only" Purchasing Cards for travel on Authority business:

Members of the Board of Trustees
General Manager, Chief Executive Officer
Deputy General Manager for Legal Affairs
Attorneys in the Legal Department who negotiate or review contracts with financial service providers
Deputy General Manager for Finance and Administration
Cash Manager
Director of Procurement
Contract administrators who handle procurements for financial services

Section 2. That this resolution shall become effective immediately upon its adoption.

Adopted: October 27, 2020



President

Attest: 

Interim Secretary-Treasurer



TITLE/DESCRIPTION: APPROVING ADDITIONAL PURCHASING CARDS FOR TRAVEL ON AUTHORITY RELATED BUSINESS	Resolution No.: 2020-80
	Date: October 22, 2020
	Initiator: Finance & Administration Division
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 resolution seeks Board of Trustee approval of the list of positions designated to use Purchasing Cards (“P-Cards”) for travel related purposes while on Authority business.

- 2.0 DESCRIPTION/JUSTIFICATION: According to Ohio Ethics Commission Informal Opinion No. 2003-INF-0224-1, Ohio Ethics Commission Staff Advisory Opinion to Sheryl King Benford Dated May 6, 2020, Ohio Ethics Commission Opinion No. 2011-08 and Ohio Ethics Commission Staff Advisory Opinion to R. Brent Minney dated March 27, 2012, an Authority Board member, officer or employee whose duties for the Authority include negotiating or authorizing Authority contracts with financial service providers and who are aware that their personal rewards program credit card is issued by a bank that is doing or seeking to do business with the Authority may not use the rewards program credit card issued by a vendor bank to pay for expenses incurred while engaging in public business for the Authority.

The Authority management has undertaken a review of the positions that would be directly impacted by the Ohio Ethics Commission guidance and created a list of the positions to be authorized for the use of new “travel only” Purchasing Cards. The “travel only” Purchasing Card will cover travel and related costs such as: ground transportation, airline, hotel, and meals. The limits for the “travel only” Purchasing Card will be determined by the department’s annual budget allocation. To ensure compliance, the authorized Board member, officer or employee will request the “travel only” Purchasing Card during the process of obtaining the required approvals prior to travel. The “travel only” Purchasing Cards will be issued upon traveling by the Purchasing Card Administrator. Once the Board member, officer or employee has finished traveling they will return the card to the Purchasing Card Administrator for safe-keeping.

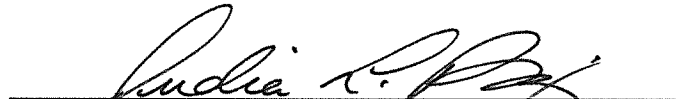
- 3.0 PROCUREMENT BACKGROUND: Does not apply.

- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.

- 5.0 POLICY IMPACT: This action is consistent with the Procurement Policy, which allows for the use of Purchasing Cards for purchases not exceeding the small purchase limit. This action is also necessary to comply with the Authority’s travel policy and administrative procedure, which are being updated to implement the requirements of the Ohio ethics laws and guidance from the Ohio Ethics Commission.

- 6.0 ECONOMIC IMPACT: All travel related Purchasing Card expenses will be funded from the user department's annual budget allocation.
- 7.0 ALTERNATIVES: Reject this resolution. Rejection of this resolution would result in non-compliance with the Ohio ethics laws and guidance from the Ohio Ethics Commission.
- 8.0 RECOMMENDATION: This resolution was discussed at the October 6, 2020 Committee of the Whole meeting and recommended for consideration by the full Board or Trustees.
- 9.0 ATTACHMENTS: NONE.

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


General Manager, Chief Executive Officer