



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Contact: Nicole Westmoreland, MBA
813-794-2222

August 12, 2014

MEMORANDUM

TO: Honorable School Board Members

FROM: Kurt S. Browning, Superintendent
Ray Gadd, Assistant Superintendent for Administration and Operations

SUBJECT: District Purchase Card Program Credit Limit Increase

Introduction:

The purchasing card program is designed to authorize District employees to make purchases without excessive delay. Use of the card is meant to simplify and streamline the procurement process, and lower the overall transaction costs.

Description:

The purchasing card program is an alternative approach to purchasing and is aligned with the best financial management practices.

Strategic Focus: Provide equitable support systems

Strategic Plan Goal: The District will ensure fiscal responsibility and equitable distribution of resources

Action Requested:

District's monthly credit limit to be increased with Regions Bank from \$1.5 million to \$7 million.

Recommendation:

The Staff respectfully requests the Board's approval to increase the District's monthly credit limit with Regions Bank from \$1.5 million to \$7 million.

Attachment

Date/Time: August 6, 2014 09:29:00

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Department of Purchasing
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August 12, 2014

MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *NW*

SUBJECT: Regions Bank - Credit Limit Increase

The Purchasing Services Department has successfully managed the District's purchasing card program since 2001. During this time we have helped grow the program to 900 active purchasing cards and rebates of approximately \$99,000 annually. The purchasing card program is designed to authorize District employees to make purchases without excessive delay. Use of the card is meant to simplify and streamline the procurement process, and lower the overall transaction costs. This program is an alternative approach to purchasing and is aligned with the best financial management practices.

We have successfully worked with Regions Bank, departments, schools and vendors to expand our program and to increase our rebate back to the District. Due to the anticipated high volume use of the procurement cards, it is necessary to increase our District credit limit. At this time we are requesting the Board's approval to increase the District's monthly credit limit with Regions Bank from \$1.5 million to \$7 million.

While offering an alternate method of purchasing, all Federal, State and Board purchasing regulations and policies still apply when using the purchasing card. All cardholders have limits that are defined by each cost center administrator and enforced at the point of purchase by Regions Bank VISA control features. Purchasing manages the limits that are established for spending amounts per transaction/per month, categories of merchants from whom purchases can be made, number of purchases that can be made per day, etc. These electronic controls are what differentiate the procurement card program from a standard credit card or debit card and allow the District to not be liable for fraudulent charges that may occur.

Should you have any questions or wish to discuss this further, please contact me at your convenience.

NW