

February 4, 2021 (Agenda)

Local Agency Formation Commission
105 East Anapamu Street
Santa Barbara CA 93101

Provide Direction Regarding an Applications for Credit Card with Umpqua Bank

Dear Members of the Commission

RECOMMENDATION

It is recommended that the Commission provide direction to the Executive Officer regarding filing an Application for Commercial Credit Card with Umpqua Bank

DISCUSSION

Pursuant to Commissioner Handbook under LAFCO Budget and Financial Procedures (J) LAFCO Credit Card it states:

“The Executive Officer is authorized to secure a credit card in the name of the Commission for the purchase of travel and expenses for Commissioners and staff. All unauthorized charges placed on the card must be reimbursed within 15 calendar days of the date the credit card statement is received.”

The use of a company credit card would assist staff in purchasing travel and expenses for Commissioners and staff and or equipment and supplies related to LAFCO functions.

Umpqua Bank offers a commercial credit card through CSDA membership. An application and resolution authorization are necessary to secure a credit card for LAFCOs purposes. A separate future report outlining revisions to the Commissioner Handbook related to credit card policies and authorized use would be presented for adoption at a future meeting based on the Commission direction.

Generally, credit card policies would establish the authorized uses, responsibilities, and list of prohibitive purchases and restrictive uses. These policies would be vetted and adopted before an application is requested.

The past credit card practice has been to place charges on a personal card and then have the Chair approve each expense before reimbursement.

Please contact the LAFCO office if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Prater".

Mike Prater
Executive Officer