



**MEETING DATE:** October 14, 2024  
**PRESENTED BY:** Andy Garcia, Assistant City Manager  
**AGENDA ITEM:** Approval of Purchasing Department P-Card Program Policies and Procedures Policy as an addendum to the City of Mission Procurement Manual – A. Garcia

**NATURE OF REQUEST:**

Approval to implement the attached P-Card Program Policies and Procedures Manual as an addendum to our current Procurement Manual. P-Card is a commercial credit card that facilitates business-to-business purchases. A P-Card streamlines the payment process, reduces administrative costs, increases operational efficiency by reducing the time required to procure goods and services, and will generate annual revenue in the form of a rebate. The purpose of this program is to establish policies and procedures regarding the proper use of the P-Card including restrictions and the roles and responsibilities of the program users. Purchases made under the P-Card program shall be made in compliance with this Manual and applicable laws, rules, and regulations.

**BUGETED:** \_\_\_\_\_ **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:**

Approval

**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:**                      **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_