



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Revision to the Kane County Financial Policy for Procurement Cards

Committee Flow:

Finance and Budget Committee, Executive Committee, County Board

Contact:

Kathleen Hopkinson, 630.208.5132

Budget Information:

Was this item budgeted? N/A	Appropriation Amount: \$N/A
If not budgeted, explain funding source: N/A	

Summary:

The Kane County Procurement Card Policy states that the County Director of Purchasing shall be designated the "system administrator" of the procurement card program for purposes of program maintenance and serving as the interface between the procurement card provider and the procurement cardholders. The Assistant Director of Purchasing serves as the backup "system administrator". When charges are disputed, the Kane County Auditor assists in the dispute resolution process. In order to facilitate this dispute resolution process with the credit card issuing bank, the Kane County Auditor will also need to be designated as a "system administrator".

Finance staff recommend revising the Kane County Financial Policies for Procurement Cards to reflect adding the County Auditor as a "system administrator"