



PROPOSED AGENDA ITEM

MEETING DATE: January 26, 2012

SUBJECT: VISA procurement card- Susan Tatalone

DESCRIPTION:

Policy 625-Procurement Cards authorize the use of procurement cards for permissible purchases and vendor payments according to the user agreement rules and practices.

The VISA Card is to be issued to Susan Tatalone, with a monthly spending limit of \$10,000 for the purpose of purchasing supplies for the ECTS Business Office, RCTC, and Food Service. Susan Tatalone is an S-2 Secretary for the Business Office and RCTC.

RECOMMENDATION:

Motion to approve issuing a VISA procurement card to Susan Tatalone, S-2-Business Office, with a monthly spending limit of \$10,000