



Legislation Details (With Text)

**File #:** 24-5627      **Version:** 1      **Name:**

**Type:** Financial Authorization      **Status:** Passed

**File created:** 9/4/2024      **In control:** Commissioners Court

**On agenda:** 9/19/2024      **Final action:** 9/19/2024

**Title:** Request for approval to use department-issued procurement cards (P-card) in an amount not to exceed \$2,500 for the purpose of purchasing food and beverage for internal staff training events and meetings through September 30, 2024.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
9/19/2024	1	Commissioners Court		

**Department:** Human Resources and Risk Management

**Department Head/Elected Official:** Shain Carrizal

**Regular or Supplemental RCA:** Regular RCA

**Type of Request:** Financial Authorization

**Project ID (if applicable):** N/A

**Vendor/Entity Legal Name (if applicable):** N/A

**MWDBE Contracted Goal (if applicable):** N/A

**MWDBE Current Participation (if applicable):** N/A

**Justification for 0% MWDBE Participation Goal:** N/A - Goal not applicable to request

**Request Summary (Agenda Caption):**

Request for approval to use department-issued procurement cards (P-card) in an amount not to exceed \$2,500 for the purpose of purchasing food and beverage for internal staff training events and meetings through September 30, 2024.

**Background and Discussion:**

The events will be held onsite, and the amount requested will exceed the \$250 per event and \$15 per person limit for food and beverage.

**Expected Impact:**

The training will be provided to Human Resources & Risk Management staff members.

**Alternative Options:** N/A

**Alignment with Goal(s):**

- Justice and Safety
- Economic Opportunity
- Housing
- Public Health
- Transportation
- Flooding
- Environment
- Governance and Customer Service

**Prior Court Action (if any):**

Date	Agenda Item #	Action Taken

**Location:**

Address (if applicable): N/A

Precinct(s): Choose an item.

<b>Fiscal and Personnel Summary</b>				
Service Name	Finance & Administration			
	Current Fiscal Year Cost			Annual Fiscal Cost
	Labor	Non-Labor	Total	Recurring Expe
<b>Funding Sources</b>				
<b>Existing Budget</b>				
1000 - General Fund	\$	\$2,500	\$2,500	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
<b>Total Current Budget</b>	\$	\$2,500	\$2,500	\$
<b>Additional Budget Request <i>(Requires Fiscal Review Request Form)</i></b>				
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
<b>Total Additional Budget Request</b>	\$	\$	\$	\$
<b>Total Funding Request</b>	\$	<b>\$2,500</b>	<b>\$2,500</b>	\$
<b>Personnel (Fill out section only if requesting new PCNs)</b>				
Current Position Count for Servic	-	-	-	-
Additional Positions Request	-	-	-	-
<b>Total Personnel</b>	-	-	-	-

**Anticipated Court Date:** September 19, 2024

**Anticipated Implementation Date (if different from Court date):** September 24, 2024

**Emergency/Disaster Recovery Note:** Not an emergency, disaster, or COVID-19 related item

**Contact(s) name, title, department:** Shain Carrizal, Executive Director, Human Resources & Risk Management

**Attachments** (if applicable): N/A