



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

PAGE 1 OF 5

DATE: 12/05/2023

SUBJECT: **AUTHORIZATION TO SUBMIT PROCUREMENT CARD ACCOUNT APPLICATION FORM TO JPMORGAN CHASE BANK FOR TARRANT COUNTY PROCUREMENT CARDS - ADMINISTRATOR'S OFFICE**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court authorize the Purchasing Agent to submit a Procurement Card Account Application Form to JPMorgan Chase Bank for one (1) Tarrant County Procurement Card, for the Administrator's Office.

**BACKGROUND**

On August 25, 2020, through Court Order #133581, the Commissioners Court awarded a contract for Procurement Card Services to JPMorgan Chase Bank.

The following employee completed the required Procurement Card Account Application Form and Employee Agreement in order to be issued a Tarrant County Procurement Card:

Chandler Merritt

Tarrant County Procurement Card Procedures require authorization by the Commissioners Court for the Purchasing Agent to submit the application forms to JPMorgan Chase Bank.

**FISCAL IMPACT**

There is no fiscal impact associated with this item.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Melissa Lee, C.P.M., A.P.P. Chris Lax, CPSM, CPSD, CPCP
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