



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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