

Memorandum

TO: Jack Beacham, Purchasing Agent
FROM: Sheriff Bill E. Waybourn
DATE: October 28, 2020
RE: Request for Procurement Card for Abu Baba

This memo accompanies the request for a Procurement Card for Abu Baba, Extradition Deputy for the Tarrant County Sheriff's Office.

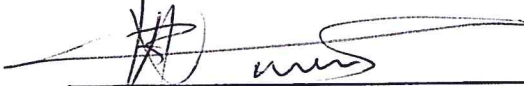
As this card is a new card, we anticipate there will be no additional fiscal impact associated with the issuance of the card.

A handwritten signature in black ink, appearing to read "Bill E. Waybourn", is written diagonally across the page.

EMPLOYEE AGREEMENT

I, ABU U. BABA, hereby request a Procurement Card, hereafter the Card. As a holder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with the Card and will be making financial commitments on behalf of the County.
2. I understand that the County is liable to Chase Bank for all charges made on the Card. I understand that I am liable for all charges not in compliance with this Agreement or with the Tarrant County Procurement Card Policy/Procedures Manual, hereafter the Manual.
3. I agree to use this Card for purchases in compliance with the manual and agree not to make purchases in violation of the policy set forth in the Manual. I understand that the County Auditor will audit the use of this Card and that appropriate actions will be taken to enforce this agreement and violations of the Manual.
4. Failure to follow Manual may result in the revocation of my use of the Card and other possible disciplinary actions.
5. I have received a copy of the Manual and understand the requirements of the Card's use.
6. I agree to return the Card immediately upon request or upon termination of my employment (including retirement).
7. If the Card is lost or stolen, I agree to notify the Purchasing Agent and Chase Bank immediately. If the Card is used in a manner not authorized by the manual, I agree to notify the Purchasing Agent immediately.
8. I understand that the burden of proof will be upon me to show that the items purchased were made in compliance with the policy as set forth in the Manual.
9. **Purchases made in violation of the policy as set forth in the Manual will subject me to liability for the total dollar amount of such unauthorized purchases.**


Employee Signature

Expenditures
Department

10/29/20
Date


Elected/Appointed Official or Department Head

11-4-2020
Date

U.S. Commercial Card Application

COMPANY / ORGANIZATION INFORMATION

TARRANT COUNTY

Company / Organization Name*

Bank Number*

Company Number*

Agent Number* (card design code)

APPLICANT SECTION* - * indicates a required field

Account Holder Type*: ☒ Individual ☐ Department (if card issued to department please skip 1 and 6)

1. APPLICANT INFORMATION

ABU U BABA
 Full First Name* Middle Initial Last Name*

Date of Birth* (mm/dd/yyyy) Employee ID

2. ACCOUNT SECURITY

(Access Code 1 and Access Code 2 cannot be the same)

Access Code 1* (any 4 digit number)

Access Code 2* (any 4 alpha/numeric characters)

3. NAME AS IT WILL APPEAR ON CARD

ABU U. BABA
 Name as it will appear on Card* (21 character limit - including spaces)

SHERIFF'S OFFICE
 Second line to appear on Card (21 character limit - including spaces) e.g. Company Name/Other, etc.

4. ACCOUNT CONTACT INFORMATION

AUBABA@TARRANTCOUNTY.COM
 Business email address*

(817) 884-2963
 Business phone number* Mobile phone number*

5. ACCOUNT MAILING ADDRESS

200 TAYLOR STREET
 Mailing Street Address*

7TH FLOOR-ACCOUNTING
 Mailing Street Address Line 2 (if applicable)

FORT WORTH
 City*

TX 76196
 State* Zip Code*

6. HOME ADDRESS

Home Street Address*

Home Street Address Line 2 (if applicable)
 FORT WORTH
 City*

TX 76120
 State* Zip Code*

ADMINISTRATOR SECTION* - * indicates a required field

7. ACCOUNT SPEND LIMITS/CONTROLS

\$ 5,000
 Spend Limit* Cycle Transaction Limit

\$
 Single Amount Limit Daily Amount Limit

Daily Transaction Limit Cash Advance Limit

9. ACCOUNT PARAMETERS - OPTIONAL

☐ Rush Delivery (fee may apply. No P.O. box)

☐ Executive Card Card Delivery Code - Site ID

☐ Declining Balance Accounting Code

Effective Begin Date Effective End Date
 (mm/dd/yyyy) (mm/dd/yyyy)

8. MERCHANT CATEGORY CODE GROUP SPEND LIMITS

MERCHANT CATEGORY CODE GROUP NAME*	Include (I)/ Exclude (E)*	CYCLE SPEND	CYCLE TRANS #	SINGLE AMOUNT	DAILY AMOUNT	DAILY TRANS #
TARRANTACO	E	\$		\$	\$	
		\$		\$	\$	
		\$		\$	\$	
		\$		\$	\$	
		\$		\$	\$	
		\$		\$	\$	
		\$		\$	\$	
		\$		\$	\$	
		\$		\$	\$	
		\$		\$	\$	

10. HIERARCHY - **do not complete unless instructed during program set-up

Level 1 - if applicable* Level 2** Level 3** Level 4** Level 5** Level 6**

11. ADMINISTRATOR CERTIFICATION - please read and sign

I am an authorized representative of the company and by submitting this application for a commercial card(s) for the applicant(s) listed above, I certify that:

- the information in the application and its supporting documents is accurate to the best of the company's knowledge, information and belief
- the identity of the applicant(s) has/have been verified and the applicant(s) is/are employee(s) or agent(s) of the company and is/are authorized to apply for and use the card(s) to incur expenses for the company, and
- the applicant(s) has/have consented to their information being provided for this application and a card(s) being issued in their name.

The company will maintain evidence of the applicant's consents and will give this evidence to JPMorgan Chase Bank, N.A., Chase Bank USA, N.A. or their affiliates upon request.

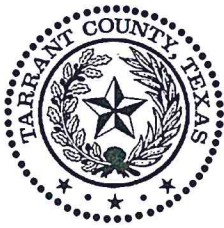
JACK BEACHAM, C.P.M., A.P.P.

Program Administrator / Approver Name Printed*

X 11/11/2020
 Program Administrator / Approver Signature* (ELECTRONIC ACCEPTABLE) Date*

Program Administrator (Authorized Signer) Submit Application to:
 Email: CCS-Account-Services@chase.com

US_CC_0820



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Submission of Procurement Card Account Application Form
Project/Regulation Name: to JPMorgan Chase Bank for Tarrant County Procurement Card

County Department: PURCHASING

Contact Person: Jack Beacham, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-1133

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution or order.

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation or dedication of real property?

Yes _____ No √

2. Does the county action limit or restrict a real property right, even partially or temporarily?

Yes _____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.
