



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 05/30/2023

**SUBJECT: AUTHORIZATION TO SUBMIT PROCUREMENT CARD ACCOUNT
APPLICATION FORM TO JPMORGAN CHASE BANK FOR
TARRANT COUNTY PROCUREMENT CARD - ELECTIONS
ADMINISTRATION**

***** 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 Elections Administration.

BACKGROUND

On August 25, 2020, the Commissioners Court, through Court Order #133581, 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:

Troy Havard

Tarrant County Procurement Card Procedures require authorization by the Commissioners Court for the Purchasing Agent to submit the application form 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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