

Memorandum



DATE December 6, 2006

TO Honorable Mayor and Members of the City Council

SUBJECT **Recent Questions regarding P-card Usage**

As you may know the City has made its transaction database for all procurement and travel cards available for public inspection. At the request of a citizen the database was provided and is currently posted on www.Dallas.org. The City has received several inquiries by various media outlets requesting additional information on specific charges and amounts listed in the database.

As you will recall, the full Council was briefed on August 2, 2006, regarding the program controls and success of the p-card and travel cards in the reduction of petty cash transactions which are very time consuming and have a high administrative cost. The cards also are instrumental in getting needed supplies into the hands of those employees engaged in service delivery to the citizens of Dallas. The key controls in the program are as follows:

- Dedicated Program Manager who receives and issues all cards as well as monitors and reports transactions
- Cardholders and approving managers are provided training on the "appropriate use" of the City credit card
- Cardholders and approving manager sign Cardholder Agreement form and agree to follow the program rules and the consequences associated if found to be in non-compliance (disciplinary action up to and including termination)
- Supervisor reviews and approves each transaction
- Departments are required to have a department coordinator to review the supervisors approval and certify the results monthly to the citywide program manager
- Significant restrictions on Merchant Category Codes (MCC) on each employee card, only authorizing the purchase of items from retailers that best match items related to their job function or service delivery, thereby restricting opportunity for inappropriate use
- Cards have appropriate single and cycle transaction limits based on identified needs

The City has reiterated the multiple levels of control and oversight on our p-card and travel-card programs including the reconciliation process, the significant restrictions placed on the cards with regard to maximum number and amount for charges, as well as the significant oversight for each and every transaction.

The City Auditor's Office was a member of the original committee to develop the pilot program in July 2001 and was instrumental in establishing controls and procedures. A full audit was performed in August 2003 and a follow-up report was published in February 2005. Recommendations were implemented based on the audit report. Additionally, at Council request, the City Auditor's Office is currently conducting an audit of the p-card transactions and we will incorporate any changes necessary based on the findings.

I have attached a matrix of the specific transactions highlighted by the various media and the explanation of what the charges were for, the responsible employee, and the appropriateness of the charges. We will continue to answer each and every inquiry regarding the usage of the cards to maintain the public's trust that these procurement tools are being used in an appropriate and proper manner.

If you have any questions or require any further information about these or any other p-card or travel card transactions, please let me know.



Mary K. Suhm
City Manager

c: Tom Perkins, City Attorney
Craig Kinton, City Auditor
Ryan S. Evans, First Assistant City Manager
David Cook, Chief Financial Officer
Ramon F. Miguez, P.E., Assistant City Manager

Deborah Watkins, City Secretary
A. C. Gonzalez, Assistant City Manager
Charles W. Daniels, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager

Open Record Request Follow up

#	Post Date	Vendor Name	Settlement Amount	Cardholder Name	EXPLANATION:
15520	4/10/2006	ATLANTIS CASINO RESORT	\$ 481.60	O KENNETH SHAW	National Disaster Medical System National Conference - 5 nights hotel stay (Fire Department) for Tommy Tine. Conference hotel was full.
15524	4/28/2006	ATLANTIS CASINO RESORT	\$ 16.80	O KENNETH SHAW	Received same rate as conference hotel. Corrected room billing for Tommy Tine.
15521	4/21/2006	ATLANTIS CASINO RESORT	\$ 498.40	O KENNETH SHAW	National Disaster Medical System National Conference - 5 nights hotel stay for Kwa Heri Heard. Conference hotel was full. Received same rate as conference hotel.
15522	4/21/2006	ATLANTIS CASINO RESORT	\$ 498.40	O KENNETH SHAW	National Disaster Medical System National Conference - 5 nights hotel stay for Chris Noah. Conference hotel was full. Received same rate as conference hotel.
15523	4/21/2006	ATLANTIS CASINO RESORT	\$ 498.40	O KENNETH SHAW	National Disaster Medical System National Conference - 5 nights hotel stay for Ira Nemeth. Conference hotel was full. Received same rate as conference hotel.
15527	5/29/2006	ATLANTIS CASINO RESORT	\$ (99.68)	O KENNETH SHAW	This is credit for National Disaster Medical System National Conference - 5 nights hotel stay for Ira Nemeth who returned one day early. Conference hotel was full. Received same rate as conference hotel.
4845	4/5/2006	DISNEY RESORT CORON	\$ 177.29	TERRY FREEMAN	Tony Aguilar is senior information technology auditor. Hotel only - 3 nights.. Conference for System Security, benefiting the City by enhancing IT audit and compliance knowledge and skills. This was for the InfoSec World Conference and Expo, conference hotel at Disney's Coronado Springs Resort.
4846	4/5/2006	DISNEY RESORT CORON	\$ 354.58	TERRY FREEMAN	Tony Aguilar is senior information technology auditor. Hotel only - 3 nights. Conference for System Security, benefiting the City by enhancing IT audit and compliance knowledge and skills. This was for the InfoSec World Conference and Expo, conference hotel at Disney's Coronado Springs Resort.
4847	4/7/2006	DISNEY RESORT CORON	\$ 58.30	TERRY FREEMAN	Tony Aguilar is senior information technology auditor. Conference for System Security, benefiting the City by enhancing IT audit and compliance knowledge and skills. This was for the InfoSec World Conference and Expo, conference hotel at Disney's Coronado Springs Resort. Charge.
4848	4/12/2006	DISNEY RESORT CORON	\$ (58.30)	TERRY FREEMAN	Tony Aguilar is senior information technology auditor. Conference for System Security, benefiting the City by enhancing IT audit and compliance knowledge and skills. This was for the InfoSec World Conference and Expo, conference hotel at Disney's Coronado Springs Resort. Charge Credited.

6873	9/20/2006	DISNEY RESORT CARRI	\$ 580.52	SYLVIA HARRIS	Fire Deputy Chief attended International Code Council Annual Conference - One employee for four (4) nights at conference hotel only. Meeting dates 9/17-10/1/06. Conference fee paid separately.
10486	9/18/2006	WALT DISNEY WORLD DTIP	\$ 212.63	DELLA LOWE	Victoria Armstrong (Economic Development) attended (Corporate Real-estate) conference in an effort to meet with companies so as to proactively inform them about opportunities in Dallas. Conference was held in Orlando FL, registration at this particular hotel for attendees 3 nights. This was the conference hotel. (Corenet Global Conference for network summit).
10487	9/18/2006	WALT DISNEY WORLD DTIP	\$ 212.63	DELLA LOWE	Marilyn Avinger (Economic Development) attended (Corporate Real-estate) conference in an effort to meet with companies so as to proactively inform them about opportunities in Dallas. Conference was held in Orlando FL, registration at this particular hotel for attendees 3 nights. This was the conference hotel. (Corenet Global Conference for network summit).
6756	4/10/2006	ORLEANS HOTEL & CASINO	\$ 388.04	SYLVIA HARRIS	Acting Fire Deputy Chief attended Fire-Rescue Med 2006 Conference - One employee for four (4) nights at conference hotel. Meeting dates 4/22-4/26/06. Conference registration paid separately.
6685	2/1/2006	HARD ROCK HOTEL	\$ 532.80	SYLVIA HARRIS	Fire Captain attended FEMA/USAR Conference - One employee for three (3) nights at conference hotel. Meeting dates 1/30-2/1/06. No conference fee paid.
6686	2/1/2006	HARD ROCK HOTEL	\$ 532.80	SYLVIA HARRIS	Fire Section Chief attended FEMA/USAR Conference - One employee for three (3) nights at conference hotel. Meeting dates 1/30-2/1/06. No conference fee paid.
6687	2/1/2006	HARD ROCK HOTEL	\$ 532.80	SYLVIA HARRIS	Fire Battalion Chief attended FEMA/USAR Conference - One employee for three (3) nights at conference hotel. Meeting dates 1/30-2/1/06. No conference fee paid.

Note: Employees are encouraged to stay at conference hotels in order to minimize transportation and additional cost.

	3/22/06 - 9/27/06	COOPER INSTITUTE Total	\$ 5,260.00		Fitness Specialist Certification for staff members who provide training at various Recreation & Law Enforcement Centers.
	5/1/06 - 7/13/06	THE BIG CHEESE RODENT	\$ 5,714.93		11 Transactions for the purchase of food (frozen rats, mice, chickens) for reptiles housed in the Dallas Zoo.

12239	3/2/2006	DAILY RACING FORM	\$ 99.00	NANCY NESS	Annual subscription for COLLEGE AND PRO FOOTBALL NEWSWEEKLY from Daily Racing Forum; the material is located in the Fine Arts division (ACC-0590) of the Central Library.
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10935	9/25/2006	ROBERTS JEWELERS	\$	260.00	GLORIA MCNAC	Appraisal for jewelry that was released from the Police property room to the City Store for public sale. Roberts Jewelers performed certified appraisals on property to assist with establishing the market value on high end jewelry and to increase the public confidence on the quality of the property.
15412	10/10/2005	PETSMART	\$	234.64	SUSAN K SCOTT	Frozen Rodents for Reptiles and Snakes at the Zoo
15413	10/13/2005	PETSMART	\$	51.45	SUSAN K SCOTT	Frozen Chicks for Zoo animals
10855	10/24/2005	PETSMART	\$	121.63	LAURIE MCGIVERN	Herp Supplies for zoo
10856	10/28/2005	PETSMART	\$	188.90	LAURIE MCGIVERN	Bird Toy, Feeding, and Orange Crock for zoo
15414	10/31/2005	PETSMART	\$	17.97	SUSAN K SCOTT	Caging and Supplies for zoo animals
15419	11/14/2005	PETSMART	\$	59.95	SUSAN K SCOTT	Aspon Bedding for zoo animal
10861	11/18/2005	PETSMART	\$	198.36	LAURIE MCGIVERN	Wire Nugget, Bird Food and Toys
15420	11/22/2005	PETSMART	\$	115.72	SUSAN K SCOTT	Caging and Supplies for zoo animals
15421	11/25/2005	PETSMART	\$	29.99	SUSAN K SCOTT	H2O Caging for zoo
15422	11/29/2005	PETSMART	\$	50.46	SUSAN K SCOTT	Aquarium Supplies for zoo
15425	12/5/2005	PETSMART	\$	7.98	SUSAN K SCOTT	Aquarium Light/Hood for zoo
10867	12/12/2005	PETSMART	\$	118.96	LAURIE MCGIVERN	Litter Bedding for zoo
10868	12/12/2005	PETSMART	\$	15.98	LAURIE MCGIVERN	Bird Cage, Dog and Bird Toys
15428	12/20/2005	PETSMART	\$	14.37	SUSAN K SCOTT	Carrier for Sweeping Birds for zoo
10870	12/28/2005	PETSMART	\$	106.33	LAURIE MCGIVERN	Bird Cage, Dog and Bird Toys
15432	1/3/2006	PETSMART	\$	11.98	SUSAN K SCOTT	Training Supplies for zoo
10872	1/5/2006	PETSMART	\$	55.93	LAURIE MCGIVERN	Bird Cage AC
10875	1/9/2006	PETSMART	\$	51.54	LAURIE MCGIVERN	Rep Electric, Bird Cage, Teal Crock, Rope and Hidy Dog
15439	1/17/2006	PETSMART	\$	56.98	SUSAN K SCOTT	Reptile Cage for zoo
647	1/24/2006	PETSMART	\$	49.96	JANELLE BARRON	(4) Training Whistles for zoo
10884	1/30/2006	PETSMART	\$	51.97	LAURIE MCGIVERN	Tree Plush, Bird Cage
15449	3/21/2006	PETSMART	\$	222.24	SUSAN K SCOTT	Caging and Supplies for zoo animals
15453	3/29/2006	PETSMART	\$	113.91	SUSAN K SCOTT	Rat Cage for zoo
15455	4/3/2006	PETSMART	\$	53.96	SUSAN K SCOTT	N2O Tx and Aquarium Thorm for zoo
10574	4/17/2006	PETSMART	\$	7.99	WILBURT MCCLAIN	Wilburt McClain, a Supervisor for Building Services- Dallas Museum of Art. Mr. McClain had to use his credit card at the Petsmart to purchase a pump for ice system at the DMA. This pump tells the ice level located at the DMA. This was a one time purchase.
10891	4/24/2006	PETSMART	\$	340.84	LAURIE MCGIVERN	FB Parrot & Co., FB Cockatiel, Bird Food
9475	5/1/2006	PETSMART	\$	107.37	LINDA M KING	Husbandry Supplies for zoo
10895	5/1/2006	PETSMART	\$	108.06	LAURIE MCGIVERN	Bird Food for zoo
1175	5/5/2006	PETSMART	\$	25.98	LAWRENCE BRADLEY	Water Testing for zoo
15463	5/8/2006	PETSMART	\$	14.99	SUSAN K SCOTT	Aquarium Test Kit for zoo
15467	5/25/2006	PETSMART	\$	39.16	SUSAN K SCOTT	Goat and Cougar Feed Cups for zoo
10897	5/29/2006	PETSMART	\$	39.23	LAURIE MCGIVERN	Cage Cooling, Rep Gauges and Bird Toy for zoo animal
15470	6/8/2006	PETSMART	\$	68.62	SUSAN K SCOTT	Husbandry Supplies for zoo
2648	6/19/2006	PETSMART	\$	80.97	ALISA J CROSBY	Opossum Carrier for zoo

10908	6/26/2006	PETSMART	00012328	\$	168.38	LAURIE MCGIVERN	Food Bowls for zoo animals
10917	7/10/2006	PETSMART	00006213	\$	87.40	LAURIE MCGIVERN	Bird Pool, Bird Treat, FB Canary and Rep Electric for zoo animal
3627	7/17/2006	PETSMART	00012328	\$	7.99	JOANNA ELLIS	Kitten Chow for zoo
14935	8/4/2006	PETSMART	00006221	\$	107.89	GERARDO J SANCHEZ	Fish Food, Water Filtration and Water Treatment for zoo
15485	8/21/2006	PETSMART	00006213	\$	15.98	SUSAN K SCOTT	Special Reptile Light for zoo

	6/8/06 - 8/7/06	BAHAMA BEACH WATERPAR		\$	13,259.93		<p>Some P-Cards holders in the Park Department use their cards at Bahama Beach Water Park to pay admission fees. The kids that were taken to the water park were participants in the Outreach After School Summer Camps, of which there are seven, and are funded by CDBG monies. Children in these programs pay nothing to participate in these summer camps.</p> <p>Additionally, P-Cards were also used by our Community Program Coordinators to pay the admission fees for kids that participated in the various summer camps held at Recreation Centers. These camps charge a fee which averages \$50 per week per child, and pays for field trips to Bahama Beach and other recreational venues.</p>
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