



**Independent Audit and Performance Commission  
Purchase Card (pCard) Subcommittee  
Tuesday, October 15, 2019, 3:00 PM  
City Hall, Economic Initiatives Conference Room, 5<sup>th</sup> Floor West  
255 W Alameda St  
Tucson, Arizona 85701**

## **Legal Action Report**

### **1. Call to Order/Roll Call: 3:04 PM**

COMMISSION MEMBERS PRESENT: Dennis Woodrich, Subcommittee Chairperson (Ward 1); Lydia Hunter (Ward 3); Brian Andrews (Ward 4)

COMMISSION MEMBERS ABSENT/EXCUSED: None

COMMISSION MEMBERS LATE: None

A quorum was established.

STAFF MEMBERS: Laura Jestings, Business Services Deputy Director; Victoria Cortinas, Contract Administrator; Jenise Martin, pCard Coordinator; Jennifer Sanker, pCard Coordinator; Aaron Williams, Principal Internal Auditor; Robert Kulze, Principal Internal Auditor (Ex Officio, Non-voting)

### **2. Overview and Discussion of the City's pCard Program**

Ms. Jestings, Ms. Cortinas, Ms. Martin, and Ms. Sanker provided an overview of the pCard program and fielded and answered questions. No action was taken.

### **3. Discussion of the Scope and Objectives of the pCard Subcommittee**

Subcommittee Chairperson Woodrich led a discussion to identify the scope and objectives of the subcommittee. Ms. Jestings, Ms. Cortinas, Ms. Martin, and Ms. Sanker fielded and answered questions. No action was taken.

### **4. Call to the Audience**

There was no audience.

### **5. Future Agenda Items**

- Discussion of the Scope and Objectives of the pCard Subcommittee
- Discussions with Staff

### **6. Adjournment – 5:00 PM**