



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

## **Legal Action Report**

**1. Call to Order/Roll Call: 3:07 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; Jenise Martin, pCard Coordinator; Aaron Williams, Principal Internal Auditor; Robert Kulze, Principal Internal Auditor (Ex Officio, Non-voting)

**2. Approval of the November 1, 2019 IAPC pCard Subcommittee Meeting Minutes**

It was moved by Commissioner Hunter, duly seconded and carried by a voice vote of 2 to 0, to approve the minutes. Commissioner Andrews abstained.

**3. Discussion and Review of the City's pCard Program**

Subcommittee Chairperson Woodrich led a discussion about the City's pCard program. The processes to reconcile and approve pCard transactions were reviewed. Ms. Jestings and Ms. Martin fielded and answered questions. No action was taken.

**4. Call to the Audience**

There was no audience.

**5. Future Agenda Items**

- Discussion and Review of the City's pCard Program

**6. Adjournment: 4:57 PM**