



**Independent Audit and Performance Commission  
Purchase Card (pCard) Subcommittee  
Friday, November 15, 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: 10:06 AM**

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

A quorum was established.

COMMISSION MEMBERS ABSENT/EXCUSED: None

COMMISSION MEMBERS LATE: Brian Andrews (Ward 4) arrived at 10:16 AM

STAFF MEMBERS: Laura Jestings, Business Services Deputy Director; Jenise Martin, pCard Coordinator; Jennifer Sanker, pCard Coordinator; Carrie Fairchild, Management Coordinator; Patricia Laguna, Management Analyst; Yvette Montijo, Accounting Technician; Aaron Williams, Principal Internal Auditor; Robert Kulze, Principal Internal Auditor (Ex Officio, Non-voting)

**2. Approval of the November 5, 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 was not present.

**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 and discussed with Ms. Fairchild, Ms. Laguna, and Ms. Montijo. Ms. Jestings, 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 and Review of the City's pCard Program

**6. Adjournment: 11:57 AM**