



**Independent Audit and Performance Commission  
Purchase Card (pCard) Subcommittee  
Friday, December 13, 2019, 3:00 PM  
Human Relations Conference Room  
City Hall, 3<sup>rd</sup> Floor East, 255 W Alameda St  
Tucson, Arizona 85701**

## **Legal Action Report**

**1. Call to Order/Roll Call: 2:04 PM**

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

A quorum was established.

COMMISSION MEMBERS ABSENT/EXCUSED: None

COMMISSION MEMBERS LATE: None

STAFF MEMBERS: Carlos De La Torre, Environmental and General Services Director; Collin Boyce, Information Technology Director; Jenise Martin, pCard Coordinator; Jennifer Sanker, pCard Coordinator; 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 Andrews, duly seconded and carried by a voice vote of 3 to 0, to approve the minutes as accurately memorializing the meeting.

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

Subcommittee Chairperson Woodrich led a discussion about the City's pCard program. Mr. Boyce and Mr. De La Torre provided feedback to the commissioners about the use of the pCard program within their perspective departments. Mr. Boyce, Mr. De La Torre, 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: 4:33 PM**