



**Independent Audit and Performance Commission
Purchase Card (pCard) Subcommittee
Friday, February 7, 2020, 3:00 PM
Economic Initiatives Conference Room
City Hall, 5th Floor West, 255 W Alameda St
Tucson, Arizona 85701**

Legal Action Report

1. Call to Order/Roll Call: 3:08 PM

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

A quorum was established.

COMMISSION MEMBERS ABSENT/EXCUSED: Brian Andrews (Ward 4)

COMMISSION MEMBERS LATE: None

STAFF MEMBERS: Laura Jestings, Business Services Deputy Director; Jennifer Sanker, pCard Coordinator; Robert Kulze, Principal Internal Auditor (Ex Officio, Non-voting)

2. Approval of the January 24, 2020 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.

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

Subcommittee Chairperson Woodrich led a discussion about the City's pCard program and the commissioners continued work on a draft report. Ms. Jestings, Ms. Sanker, and Mr. Kulze 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, including the discussion and editing of a draft report.

6. Adjournment: 4:40 PM

The next meeting of the IAPC pCard Subcommittee will be scheduled at a later date.