



## Finance Department

**DATE:** March 12, 2024

**FROM:** Dmitriy Chernyak, Finance Director

**ITEM:** Authorize P-Card Program and Security Administrators for JP Morgan P-Card Program

**REQUEST:**

To authorize certain Finance Department staff to be security administrators and program administrators of the P-Card program.

**BACKGROUND INFORMATION:**

In 2023, the City entered into an agreement with JP Morgan Chase to manage the City's purchase card program. As the City transitions to the new P-Card program, JP Morgan Chase is requesting certain authority over issuing P-Cards for employees and other administrative functions. Authorize Dmitriy Chernyak, Finance Director, and Eric Lund, Acting Comptroller, as the Security and Program Administrators for the JP Morgan Chase Program. This would allow the Finance Department to better streamline the day-to-day P-Card program administration.

**RECOMMENDED CITY COMMISSION ACTION:**

Authorize finance department staff listed in the background information to be the JP Morgan Chase P-Card Program and Security Administrators.

**STAFF CONTACT INFORMATION:**

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**ATTACHMENTS:**

None