

## REQUEST FOR ACTION

<b>Subject</b>	Staff Debit Card Issuance				
<b>Preparer</b>	Al Guzman	<b>AOUO Title</b>	GM		
<b>Date</b>	June 29, 2017	<b>For Board</b>	x	<b>Action</b>	<b>Info</b>

### EXECUTIVE SUMMARY

Since October 2016, purchases for tools, supplies and materials have been made by the management staff. Receipts were then approved and submitted for reimbursement.

Credit applications were considered but many require the guarantor to submit their social security # and signature to guarantee payment. Surrendering social security numbers was not acceptable.

Company Debit Cards would assist with the timely purchase of tools, supplies and materials so that The Collection could be operated timely, with no loss in services or supplies.

### RECOMMENDATION

That The Collection Board of Directors approve to provide the management staff company debit cards drawing from an association bank account with an initial balance of \$5,000, to purchase tools, supplies and materials that will be used for the operation.

Debit cards would be issued to the General Manage, Building Engineer, Operations Manager and Executive Assistant.

### RATIONALE

At times, personal cash flow for some staff members are such that tools, supplies and materials for The Collection cannot be purchased or must be delayed. Debit Cards would eliminate this.

Exhibits (If applicable)	Index		Title								
	A										
	B										
<b>FOR BOARD USE ONLY</b>											
<b>CERTIFICATE OF BOARD ACTION</b>											
X	Approved		Declined		Noted		Returned		Deferred		Withdrawn
<b>Stipulations</b>											
None											
<b>Coordinating Instructions</b>											
None											
<b>Distribution Instructions</b>											
None											
Recording Secretary	Howard Kam				Action Date	06/22/17	RFA No.	011-2017			