

December 15, 2022

23-094

AMEND CONTRACT TO ALLOW ISSUANCE OF
PROCUREMENT CARD TO THE PRESIDENT

PREPARED BY: Michael Mathews, Director, Procurement and Contracting

FINANCIAL
RESPONSIBILITY: Eric Blumenthal, Executive Vice President, Finance and
Administration

APPROVED BY: Dr. Adrien L. Bennings, President
Chair Tiffani Penson

STRATEGIC THEME: Workforce: Respond to community and workforce needs
by developing a culture of agility; Enterprise: Cultivate a
long-term sustainable college enterprise

REPORT: Portland Community College has identified the need for
issuance of a Procurement Card to the President.

The College has improved the processes for travel and
reimbursement, eliminating the imprest cash
reimbursement method outlined in the President's
contract.

In order to apply best practice and align with current
processes the College will issue a Procurement Card to
the President for travel expenses, lodging, and other
costs that will be paid by the COLLEGE in accordance
with travel and procurement card policies and procedures
applicable to all employees.

RECOMMENDATION: The Portland Community College Board of Directors
approve the amendment to the President's contract to
allow the College to issue a Procurement Card to the
President.