



Hidalgo County Head Start Program

Policy Council Regular Meeting

DATE: November 20, 2019

SUBJECT: Discussion/Approval of Application for a Credit Card

RATIONALE/NEED: Specific events/processes require the use of a credit card and staff have needed to use a personal card in the past. The following requires access to a credit card -

- Hotel reservations for attendance at meeting/conferences including Policy Council members and staff
- Check in requirements during hotel occupancy
- Special diets items not available where purchase orders are accepted
- Vehicle maintenance emergencies
- Building maintenance emergencies

Credit card charges will be reviewed as they are incurred and the card will be kept by the Chief Financial Officer (CFO) to be checked out as needed. Monthly reports will be submitted to Policy Council for review of card use.

RECOMMENDATION: Administration recommends approval.

COST:

RELATED INFORMATION INCLUDES: N/A

INITATED BY: Edmundo Garcia, Assistant Program Director 

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: 
