



# City of San Antonio

## Agenda Memorandum

**File Number:**19-1983

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**Agenda Item Number:** 8.

**Agenda Date:** 2/19/2019

**In Control:** Audit and Accountability Committee

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**CITY OF SAN ANTONIO  
FINANCE DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Sheryl Sculley, City Manager

**FROM:** Troy Elliott, Deputy Chief Financial Officer, Finance Department

**COPY:** Audit & Accountability Committee; Erik Walsh, Deputy City Manager; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor

**SUBJECT:** Briefing for Contract Extension of Corporate Purchasing Card Services

**DATE:** February 19, 2019

On January 29, 2019, a high-level overview of the City's contract with Wells Fargo Bank for corporate purchasing card services was presented to the Audit and Accountability Committee in advance of the initial five (5) year term expiration. Committee members requested an action item be placed on the February agenda to allow an opportunity for input and direction from the Committee related to these services. The briefing will cover the terms and conditions of the current contract, historical contract information, and an overview of the purchasing card program.

The current contract has an initial term of five (5) years that ends on June 30, 2019, with the option to extend for two (2), two (2) year renewal terms. The City may exercise the first renewal option and extend the contract for an additional two (2) years. Alternatively, the City may choose not to renew this contract and issue a Request for Proposals (RFP) for corporate purchasing card services.