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Board Action Required



No Action Required

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To: Coppell ISD Board of Trustees  
From: Diana Sircar  
Date: August 28, 2023

cc: Brad Hunt; Erica Devould; Josette Dobbins

**Re: Participation Agreement for Commercial Card Program**

During the course of normal business within the district, employees are often expected to travel for business purposes to include attending state professional organization conferences or attending professional development courses.

As standard practice, the district has requested that employees obtain printed checks from the business office to take to conference hotels or pay for the hotels upfront and be reimbursed. The cost of hotels has risen over the past few years and many conference hotels are requiring that the first night be paid at the time of registration. In addition, many hotels are refusing to accept checks as a form of payment.

To ease the burden on travelling employees, the district would like to offer a travel card program that would allow an employee's hotel/travel expenses to be charged to a district credit card. The employee would follow all currently established travel procedures but will check-out the travel card to pay for hotel/travel expenses and would be responsible for returning the applicable receipts to justify the expenditures for audit purposes. A final audit will be conducted by the business office prior to reimbursing the employee for meals and ancillary expenses.

The travel cards are limited to purchases made at hotels and other appropriate travel vendors and will be limited to a specific dollar amount. Employees will not have the ability to utilize the card to charge purchases outside of these parameters, limiting the district's liability.

The business office has evaluated vendors to provide the Commercial Card program and has chosen to utilize the program with JPMorgan Chase, also the district's depository bank. The City of Fort Worth has a consortium of governmental entities that have entered into an agreement with JPMorgan Chase to provide the cards since 2007. As part of the agreement, the entities share a portion of the rebate issued by JPMorgan Chase based upon the usage of the cards.

The Commercial Card Agreement including the Eighth Amendment between JPMorgan Chase and the City of Ft. Worth, and the Participation Agreement between JPMorgan Chase and the Coppell Independent School District are attached for review by the Board.

**RECOMMENDATION: The Board of Trustees approve the Participation Agreement of Coppell ISD in the Commercial Card Agreement with the City of Ft Worth and JPMorgan Chase Bank, N.A.**