

MEMO

To: Judge Curtis Parrish; Commissioner Terence Kovar, Precinct 1; Commissioner Jason Corley, Precinct 2; Commissioner Gilbert Flores, Precinct 3; Commissioner Jordan Rackler, Precinct 4
From: D. Gene Valentini
Date: October 13, 2023
Re: Agenda Item for October 23, 2023: Consider authorizing purchase of food and beverages with County credit cards for the Office of Dispute Resolution training sessions, workshops, and meetings.

Executive Summary

The Lubbock County Employee Handbook prohibits the purchase of meals with County credit cards, “except group meals purchased for County sponsored trainings or meetings which are authorized by the Commissioners’ Court.” Our goal is to simplify the authorization process and be proactive by requesting approval for the *categories* of meals and refreshments needed by the Department each year.

For Fiscal Year 2024, the Office of Dispute Resolution plans to have approximately 10 in-person training sessions, workshops, and meetings. Our goal is to continue in-person trainings during Fiscal Year 2024. Historically, meals and refreshments have been provided for participants, thus we are submitting our annual request to purchase meals and refreshments on County credit cards. Prepaid registration fees cover these costs.