COMMISSIONERS COURT COMMUNICATION

COURT ORDER NUMBER 145781

DATE: 8/19/2025

SUBJECT: **AUTHORIZATION TO SUBMIT PROCUREMENT CARD ACCOUNT APPLICATION FORM TO JPMORGAN CHASE BANK FOR TARRANT COUNTY PROCUREMENT CARD - PRECINCT 2**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court authorize the Purchasing Agent to submit a Procurement Card Account Application Form to JPMorgan Chase Bank for one (1) Tarrant County Procurement Card for Precinct 2.

BACKGROUND

On August 20, 2024, the Commissioners Court, through Court Order #143690, awarded a contract for Procurement Card Services to JPMorgan Chase Bank.

The following employee completed the required Procurement Card Account Application Form and Employee Agreement in order to be issued a Tarrant County Procurement Card:

Albert J. Roberts

Tarrant County Procurement Card Procedures require authorization by the Commissioners Court for the Purchasing Agent to submit the application form to JPMorgan Chase Bank.

FISCAL IMPACT

There is no fiscal impact associated with this item.

SUBMITTED BY	Purchasing	PREPARED BY:	Melissa Lee, C.P.M., A.P.P.
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP

Memorandum

To: Melissa Lee, Purchasing Agent

From: Commissioner Simmons

Date: July 9, 2025

Re: Procurement Card Application

Please accept this request to authorize Albert Robert with (department) Commissioner Simmons Precinct 2 to receive a procurement card for the purpose of Travel, Education, Conferences.

Alicia Simmons

Elected/Appointed Official or Department Head

EMPLOYEE AGREEMENT

I, Albert Roberts, hereby request a Procurement Card, hereafter the Card. As a holder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with the Card and will be making financial commitments on behalf of the County.
2. I understand that the County is liable to Chase Bank for all charges made on the Card. I understand that I am liable for all charges not in compliance with this Agreement or with the Tarrant County Procurement Card Policy/Procedures Manual, hereafter the Manual, or any other Tarrant County Policy. I also understand that I could also be subject to disciplinary action and potential termination from his or her job.
3. I agree to use this Card for purchases in compliance with the manual and agree not to make purchases in violation of the policy set forth in the Manual. I understand that the County Auditor will audit the use of this Card and that appropriate actions will be taken to enforce this agreement and violations of the Manual.
4. Failure to follow Manual may result in the revocation of my use of the Card and other possible disciplinary actions.
5. I have received a copy of the Manual and understand the requirements of the Card's use.
6. I agree to return the Card immediately upon request or upon termination of my employment (including retirement).
7. If the Card is lost or stolen, I agree to notify the Purchasing Agent and Chase Bank immediately. If the Card is used in a manner not authorized by the manual, I agree to notify the Purchasing Agent immediately.
8. I understand that the burden of proof will be upon me to show that the items purchased were made in compliance with the policy as set forth in the Manual.
9. **Purchases made in violation of the policy and comply with Local Government code 262, subchapter B as set forth in the Manual will subject me to liability for the total dollar amount of such unauthorized purchases.**

Employee Signature	Department	Date
	Precinct 2	7/24/25

Elected/Appointed Official or Department Head	Date
Elisa Simmons	25 July 2025

J.P.Morgan

U.S. Commercial Card Application

COMPANY / ORGANIZATION INFORMATION

TARRANT COUNTY
Company / Organization Name*

Bank Number*

Company Number*

Agent Number* (card design code)

APPLICANT SECTION* - * indicates a required field

Account Holder Type*: ☒ Individual ☐ Department (if card issued to department please skip 1 and 6)

1. APPLICANT INFORMATION

Albert
Full First Name*

J
Middle Initial

Roberts
Last Name*

Date of Birth* (mm/dd/yyyy)

Employee ID

2. ACCOUNT SECURITY

(Access Code 1 and Access Code 2 cannot be the same)

Access Code 1* (any 4 digit number)

Access Code 2* (any 4 alpha/numeric characters)

3. NAME AS IT WILL APPEAR ON CARD

Albert J. Roberts
Name as it will appear on Card* (21 character limit - including spaces)

Tarrrant Cnty Pct 2
Second line to appear on Card (21 character limit - including spaces) e.g. Company Name/Other, etc.

4. ACCOUNT CONTACT INFORMATION

ajroberts@tarrantcountytx.gov
Business email address*

Business phone number*

Mobile phone number*

5. ACCOUNT MAILING ADDRESS

700 E. Abrams St.
Mailing Street Address*

Suite 304
Mailing Street Address Line 2 (if applicable)

Arlington
City*

TX
State*

76010
Zip Code*

6. HOME ADDRESS

Home Street Address*

Home Street Address Line 2 (if applicable)

City*

State*

Zip Code*

ADMINISTRATOR SECTION* - * indicates a required field

7. ACCOUNT SPEND LIMITS/CONTROLS

$ 5,000
Spend Limit*

Cycle Transaction Limit

$
Single Amount Limit

$
Daily Amount Limit

Daily Transaction Limit

$
Cash Advance Limit

8. MERCHANT CATEGORY CODE GROUP SPEND LIMITS

MERCHANT CATEGORY CODE GROUP NAME*	Include (I)/ Exclude (E)*	CYCLE SPEND	CYCLE TRANS #	SINGLE AMOUNT	DAILY AMOUNT	DAILY TRANS #
TARRANTCO	E	$		$	$	
		$		$	$	
		$		$	$	
		$		$	$	
		$		$	$	
		$		$	$	
		$		$	$	
		$		$	$	
		$		$	$	

9. ACCOUNT PARAMETERS - OPTIONAL

☐ Rush Delivery (fee may apply. No P.O. box)

☐ Executive Card

☐ Declining Balance

Card Delivery Code - Site ID

Accounting Code

Effective Begin Date (mm/dd/yyyy)

Effective End Date (mm/dd/yyyy)

10. HIERARCHY - **do not complete unless instructed during program set-up

Level 1 - if applicable*

Level 2**

Level 3**

Level 4**

Level 5**

Level 6**

11. ADMINISTRATOR CERTIFICATION - please read and sign

I am an authorized representative of the company and by submitting this application for a commercial card(s) for the applicant(s) listed above, I certify that:

- the information in the application and its supporting documents is accurate to the best of the company's knowledge, information and belief
- the identity of the applicant(s) has/have been verified and the applicant(s) is/are employee(s) or agent(s) of the company and is/are authorized to apply for and use the card(s) to incur expenses for the company, and
- the applicant(s) has/have consented to their information being provided for this application and a card(s) being issued in their name.

The company will maintain evidence of the applicant's consents and will give this evidence to JPMorgan Chase Bank, N.A., Chase Bank USA, N.A. or their affiliates upon request.

MELISSA LEE, C.P.M.,A.P.P.
Program Administrator / Approver Name Printed*

X
Program Administrator / Approver Signature* (ELECTRONIC ACCEPTABLE) Date*

Program Administrator (Authorized Signer) Submit Application to:
Email: CCS-Account-Services@chase.com

US_CC_0820

TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: Authorization to Submit Procurement Card Application Form to JP Morgan Chase Bank for Tarrant County Procurement Card - Albert J. Roberts

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: (SHORT TIA) or FULL TIA. Circle one after answering the questions in Sections II and III below.

****

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

****

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

   Yes_____ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

   Yes_____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.

****