

Lane-Reid, Tanya

From: Ford, AmandaP
Sent: Tuesday, September 17, 2024 4:22 PM
To: Lane-Reid, Tanya; Sturdivant, Ed
Cc: Simonton, Monica
Subject: RE: P-Card Credit Card Fees

The attachment did not make it to me but the agenda item should read something like this:

Approve request for variance to the Fort Bend County Purchasing Policy to allow an exception to pay 3% processing fee to BioFire. (Fund: XXXX)

Amanda Ford

Accounts Payable Supervisor
Fort Bend County Auditor's Office
281-341-3767



From: Lane-Reid, Tanya <Tanya.Lane-Reid@fortbendcountytexas.gov>
Sent: Tuesday, September 17, 2024 3:52 PM
To: Sturdivant, Ed <Ed.Sturdivant@fortbendcountytexas.gov>
Cc: Simonton, Monica <Monica.Simonton@fortbendcountytexas.gov>; Ford, AmandaP <Amanda.Ford2@fortbendcountytexas.gov>
Subject: RE: P-Card Credit Card Fees

Perfect!

Tanya Lane-Reid
Medical Transcription Supervisor
Fort Bend County
Medical Examiner's Office
Rosenberg, TX 77471
(832) 471-4000



From: Sturdivant, Ed <Ed.Sturdivant@fortbendcountytexas.gov>
Sent: Tuesday, September 17, 2024 3:50 PM

To: Sturdivant, Ed <Ed.Sturdivant@fortbendcountytexas.gov>; Lane-Reid, Tanya <Tanya.Lane-Reid@fortbendcountytexas.gov>
Cc: Simonton, Monica <Monica.Simonton@fortbendcountytexas.gov>; Ford, AmandaP <Amanda.Ford2@fortbendcountytexas.gov>
Subject: RE: P-Card Credit Card Fees

I'm adding Amanda to this email so she can assist as well.

Thanks,
Ed

----- Original message -----

From: "Sturdivant, Ed" <Ed.Sturdivant@fortbendcountytexas.gov>
Date: 9/17/24 3:48 PM (GMT-06:00)
To: "Lane-Reid, Tanya" <Tanya.Lane-Reid@fortbendcountytexas.gov>, "Sturdivant, Ed" <Ed.Sturdivant@fortbendcountytexas.gov>
Cc: "Simonton, Monica" <Monica.Simonton@fortbendcountytexas.gov>
Subject: RE: P-Card Credit Card Fees

Tanya,

This fee will need to be approved as an exception to the pcard policy. I have copied Monica so she can assist with the agenda item language.

Thanks,
Ed

----- Original message -----

From: "Lane-Reid, Tanya" <Tanya.Lane-Reid@fortbendcountytexas.gov>
Date: 9/17/24 3:45 PM (GMT-06:00)
To: "Sturdivant, Ed" <Ed.Sturdivant@fortbendcountytexas.gov>
Subject: P-Card Credit Card Fees

Good Afternoon,

I was given your contact information in regard to a P-Card fee question. The vendor that we use for Biofire now charges a 3% charge for all credit card transactions. The vendor that I am referencing is Rapidcare ER for Biofire. Biofire is for communicable disease screening of a decedent who comes in for an autopsy.

I have attached the sales slip that reflects the fee. I called the location manager and she stated it is a required fee. If you would like to speak with her, her name is Jay Jay at 832-210-0744.

Please let me know how we should handle this.

Thank you,

Tanya Lane-Reid

Medical Transcription Supervisor

Fort Bend County
Medical Examiner's Office
Rosenberg, TX 77471
(832) 471-4000

