

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

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D. Albrey Arrington, Ph.D., Executive Director

MEMORANDUM

TO: D. ALBREY ARRINGTON, Ph.D.
Executive Director

FROM: KARA PETERSON
Director of Finance and Administration

DATE: JANUARY 15, 2016

SUBJECT: AUTHORIZE INCREASE TO PURCHASE ORDER FOR
CREDIT CARD AND ONLINE PAYMENT FEES

SunTrust collects fees for the acceptance of credit card and online payments. In FY 2015, the District issued Purchase Order #47692 to SunTrust in the amount of \$35,000 for these fees. Due to the increased number of customers paying via credit card and online, the actual fees charged in FY 2015 are \$53,531.23. I am seeking approval to increase this Purchase Order by \$18,531.23 for a total of \$53,531.23.

The following motion is suggested:

“THAT THE DISTRICT GOVERNING BOARD authorize the increase in Purchase Order #47692 to SunTrust for credit card and online payment fees to an amount not to exceed \$53,531.23.”

Should you have any questions regarding this contract please feel free to contact me.

Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member