

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

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

MEMORANDUM

TO: GOVERNING BOARD

FROM: KARA PETERSON

DATE: JUNE 10, 2016

SUBJECT: REAUTHORIZE PURCHASE ORDER FOR
CREDIT CARD AND ONLINE PAYMENT FEES

SunTrust collects fees for the acceptance of credit card and online payments. In October, 2015, the District issued Purchase Order #48125 to SunTrust in the amount of \$65,000 for these fees for the time period October 1, 2015 through September 30, 2016. Due to the continued increase in the number of customers paying via credit card and online we are seeking approval to increase this Purchase Order by \$10,000 to \$75,000.

The following motion is suggested:

“THAT THE DISTRICT GOVERNING BOARD authorize the increase in Purchase Order #48125 to SunTrust for credit card and online payment fees in an amount not to exceed \$75,000 for Fiscal Year 2016.”

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

Stephen B. Rockoff
Board Member

Dr. Matt H. Rostock
Board Member

Gordon M. Boggie
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member