



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 5, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authorization to ratify and approve payments made to Global Knowledge in the amount of \$20,145.00 in budget year 2015

Dear Sir:

Payments were made to Global Knowledge for employee training in the amounts of \$15,645.00 and \$7,200.00, with a \$2,700.00 offsetting credit, yielding a total of \$20,145.00 on June 8, 2015 via department procurement card (credit card, also known as P-card). The training sessions were purchased following the guidelines stated in the PCard Policy and Employee Expense Handbook and funds were budgeted and available in the training account; however, Board policy states that the Board of Commissioners must approve all purchases for services over the amount of \$10,000.00 to any one training course in a given calendar year.

It is requested that the Board of Commissioners authorize and ratify the payments made to Global Knowledge, for registration fees for training attended by District employees in the amount of \$20,145.00 for budget year 2015.

Requested, John H. Sudduth, Director of Information Technology, JS:BTS

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for January 5, 2017