




TITLE/DESCRIPTION: APPROVING REVISED LIST OF POSITIONS DESIGNATED TO USE PURCHASING CARDS	Resolution No.: 2026-23
	Date: April 16, 2026
	Initiator: Accounting
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution seeks Board of Trustee approval of the revised list of positions designated to use Purchasing Cards ("P-Cards") for Authority business.
- 2.0 DESCRIPTION/JUSTIFICATION: This action will modify the positions designated to use P-Cards to purchase items in accordance with the Procurement Policy.

The Authority management has undertaken a review of the current list of employees and positions designated to use P-Cards. Currently, there are 115 authorized positions for P-Card use. Following a review, it is proposed that the list of authorized users be revised. Staff recommended the addition of new positions. The proposed revised list shows the five (5) new positions and one (1) deletion. This action will result in a total of 119 authorized P-Card positions.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: This action is consistent with the Procurement Policy which requires that the Board of Trustees designate P-Card positions.
- 6.0 ECONOMIC IMPACT: All P-Card transactions will be funded from the user department's annual budget allocation.
- 7.0 ALTERNATIVES: Reject this resolution. Rejection of this resolution would result in maintaining a list of P-Card users that does not reflect needs.
- 8.0 RECOMMENDATION: It is recommended that the Board of Trustees approve the revised list of positions designated to use P-Cards.
- 9.0 ATTACHMENTS: NONE

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.


General Manager, Chief Executive Officer

RESOLUTION NO. 2026-23

APPROVING REVISED LIST OF POSITIONS DESIGNATED TO USE PURCHASING CARDS

WHEREAS, the Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") adopted Resolution 2003-064 on May 20, 2003, authorizing the use of purchasing cards for Authority business by designated employees and positions; and

WHEREAS, the Board of Trustees amended Resolution No. 2003-064 pursuant to Resolution No. 2006-052 on March 21, 2006, Resolution No. 2008-058 on April 15, 2008, Resolution No. 2009-111 on December 15, 2009, Resolution No. 2011-027 on March 22, 2011, Resolution No. 2011-117 on December 20, 2011, Resolution No. 2013-125 on December 17, 2013, Resolution No. 2015-119 on December 15, 2015, Resolution No. 2018-074 on July 14, 2018, Resolution No. 2019-119 on December 17, 2019, Resolution No. 2020-081 on October 27, 2020, Resolution No. 2021-056 on May 25, 2021, Resolution 2023-013 on February 28, 2023; Resolution 2024-016 on February 27, 2024; and Resolution 2024-060 on July 30, 2024, updating positions designated to use purchasing cards; and

WHEREAS, Authority management has undertaken a review of the current list of 115 authorized purchasing card users, resulting in a recommendation to add five (5) new positions and delete one (1) position for a revised list of 119 authorized positions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the following additional positions are designated to use purchasing cards:

Business Operations Administrator (Central Facilities)

Equipment Manager (Paratransit)

Manager, ITS/Software Applications (ITS)

Project and Performance Leader (Customer Experience & Performance Management)

Material Planner (Fleet Management)

Section 2. Attachment A to this resolution is a complete list of positions designated to use purchasing cards and includes the addition of five (5) authorized users and deletion of one (1) authorized position.

Section 3. That Attachment A replaces the attachments to all prior resolutions referred to in this resolution.

Section 4. That the General Manager, Chief Executive Officer is authorized to update future changes in job titles.

Section 5. That beyond these modifications, Resolution 2003-064 remains unchanged.

Section 6. That this resolution shall become effective immediately upon its adoption.

Attachment A: Positions Designated to Use Purchasing Cards

Adopted: April 21, 2026



President

Attest:



Secretary-Treasurer

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
ATTACHMENT A
POSITIONS DESIGNATED TO USE PURCHASING CARDS

Executive Division /Department(s)

Executive
Executive
Executive
Executive

General Manager, CEO
Executive Assistant to CEO
Board Administrator/Executive Assistant
Executive Secretary

Internal Audit

Executive Director, Internal Audit

Engineering & Project Mgmt. Division/Department(s)

Engineering & Project Management
Engineering & Project Management
Engineering & Project Management

Executive Assistant
Administrative Assistant
Administrative Assistant

Administration & External Affairs Division

DGM - Innovation & Technology Division
Marketing
Marketing
Marketing

Project Coordinator
Supervisor, Marketing Development
Marketing Manager
Marketing Associate

Customer Experience & Performance Management

Customer Experience & Performance Management

Project & Performance Leader (new)

Finance Division

Finance & Administration

Executive Assistant

Accounting

Director, Accounting

Office of Business Development

Director, Office of Business Development

Office of Management & Budget

Director, Office of Management & Budget

Procurement

Procurement Team Manager

Revenue

Supervisor, Computer Room

Support Services

Manager, Support Services

Management Information Systems

Director of Management Information Services

Human Resources Division/Department(s)

Human Resources

Executive Assistant

Human Resources

Talent Acquisition Coordinator

Labor & Employee Relations-Administration

Labor & Employee Relations Specialist

Labor & Employee Relations-Administration

Benefits & Compensation Manager

Training & Employee Development - Maintenance Training

Vehicle Maintenance Instructor

Training & Employee Development

Training Coordinator

Legal Affairs Division/Department(s)

Legal Affairs

DGM, Legal Affairs

Legal-Administration

Legal Support Manager/Executive Assistant

Risk Management

Director, Risk Management

Claims

Manager, Claims

Claims

Administrative Assistant

Safety

Director, Safety

Safety

Business Analyst

Operations Division/Department(s)

Operations

Executive Assistant

Operations

Manager, Asset & Configuration

Triskett -Administration

Administrative Assistant, Triskett

Triskett -Transportation Administration

Manager, Transportation Triskett

Triskett-Equipment

Manager, Equipment Triskett

Triskett-Facilities

Manager, Facilities Triskett

Triskett-Maintenance

Facilities Maintenance Crew Leader, Triskett

Hayden-Administration

District Director, Hayden

Hayden-Administration

Administrative Assistant

Hayden-Facilities

Manager, Facilities Hayden

Hayden-Equipment

Manager, Equipment Hayden

Hayden-Equipment

Assistant Equipment Manager, Hayden

Hayden-Maintenance

Facilities Maintenance Crew Leader, Hayden

Rail-Administration
Rail-Transportation
Rail-Facilities-Administration
Rail-Facilities-Administration
Rail-Facilities-Administration
Rail-Facilities-Administration
Rail-Facilities Maintenance West Side
Rail-Equipment-Administration
Rail-Equipment-Administration
Rail-Administration
Rail-Administration
Rail Facilities East Side
Rail Facilities East Side
Rail Facilities-Power & Way(Track & Signals)
Rail Facilities-Power & Way(Track & Signals)
Rail Facilities-Power & Way(Track & Signals)

Fleet Management-Administration
Fleet Management-Administration
Fleet Management-Administration
Fleet Management-Administration
Fleet Management-Facilities-Administration
Fleet Management-Inventory
Fleet Management-Inventory
Fleet Management-Inventory
Fleet Management-Inventory
Fleet Management-Inventory
Fleet Management-Inventory

Administrative Assistant I
Manager, Transportation Rail
Manager, Facilities Rail
Supervisor - Rail Station Facilities
Supervisor - Rail Station Facilities
Supervisor, Janitorial Services
Facilities Maintenance Crew Leader
Manager, Rail Equipment
Assistant Equipment Manager, Rail – Safety Sensitive
Operations Staff Assistant, Rail
Staff Assistant
Maintenance Leader
Maintenance Technician
Director, Power & Way
Manager, Power & Way
Administrative Assistant

Director, Fleet Management
Administrative Assistant I
Railcar Project Lead Manager
Project Assistant
Manager, Fleet Planning and Engineering
Manager, Supply Chain Management
Material Contract, Release Specialist (P-Card eliminated)
Assistant Supply Chain Manager
Material Planner I
Material Planner I
Material Planner I (new)

Fleet Management-Administration
Fleet Engr. & Quality Assurance - Administration
Fleet Engineering & Quality Assurance - Q/A Warranty Administration
Fleet Engineering & Quality Assurance - Q/A Warranty Administration
Fleet Engr. & Quality Assurance - Q/A Warranty Administration
Fleet Engr. & Quality Assurance - Q/A Warranty Administration
Fleet Engr. & Quality Assurance - Equipment Engineering - Bus
Fleet Engr. & Quality Assurance - Equipment Engineering - Bus
Fleet Management-CBM
Fleet Management-CBM
Fleet Management-CBM Equipment
Fleet Management-CBM Equipment
Fleet Management-CBM Unit Rebuild
Fleet Management-CBM

Paratransit-Administration
Paratransit-Administration
Paratransit-Facilities
Paratransit-Facilities
Paratransit-Equipment
Paratransit

Service Management-Administration
Service Management-Central Facilities
Service Management-Central Facilities
Service Management-Central Facilities
Service Management-Central Facilities
Service Management-Central Facilities
Service Management -Central Facilities

Quality Assurance/Warranty Administrator
Configuration Management Eng.-Vehicles
Quality Assurance Warranty Specialist I
Quality Assurance Warranty Specialist I
Quality Assurance Warranty Specialist I
Electronic Equipment Maintainer
Vehicle Engineer II
Vehicle Engineer I
Assistant Equipment Manager
Assistant Equipment Manager
Supervisor, Electronic Repair
Manager, Electronic Repair
Heating/Air Conditioning Mechanic
Manager – Central Equipment

District Director, Paratransit
Administrative Assistant
Manager, Facilities Paratransit
Maintenance Leader
Manager, Equipment Paratransit (new)
Clerk Typist

Planning Secretary
Director, Central Facilities
Central Facilities Maintenance Supervisor
Central Facilities Maintenance Supervisor
Supervisor - Janitorial Services
Business Operations Administrator I (new)

Service Quality Management

ITS/ Software Applications

ITS/End User Support

Information Technology - Network Services

Transit Police

Transit Police

Transit Police

Transit Police

Transit Police

Transit Police

Transit Police

Transit Police

Transit Police

Transit Police

Transit Police

Transit Police

Transit Police

Transit Police

Transit Police

119 - Positions

79 - Active P-Cardholders

36 - Inactive P-Cardholders

115 - Approved for P-Cards

5 - Pending Approval / 1 - Removal

Operations Support Supervisor

ITS Manager

(new)

Manager, IT/End User Support

Manager, IT Infrastructure

Executive Assistant

Manager - Security Systems

Lieutenant – Transit Police

Commander-Transit Police

Commander-Transit Police

Sergeant-Transit Police

Lieutenant-Transit Police

K-9 Team Transit Police

K-9 Team Transit Police

K-9 Team Transit Police

K-9 Team Transit Police

K-9 Team Transit Police

K-9 Team Transit Police

K-9 Team Transit Police

K-9 Team Transit Police