



Florida's Harborside Hometown

## INFORMATION SHARING REPORT March 7, 2022

### Great News:

Employees of the third floor of the City Hall Annex celebrated Mardi Gras with a delicious pot luck buffet. Ashley Omelanski-Carney found the baby in the King Cake, which according to tradition, means that Ashley can expect luck and prosperity this year!



## PROCUREMENT POINTERS

### Cannot be Kept on File

When making a Pcard payment over the phone, employees shall ensure that the vendor does not store the Pcard number on file. Card numbers must be deleted from the vendor's database, after each transaction. If making a payment online, double check that "keep card on file" is not selected.