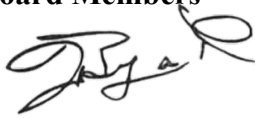




Memorandum

DATE: December 8, 2025

TO: Chair and Redevelopment Agency Board Members

THROUGH: Jackie Bryant, Executive Director 

FROM: Daniel Stephan, Accounting Technician
Matthew Taylor, Assistant Finance Director

ENTITY: City of Reno Finance Department

SUBJECT: Enhanced Transparency and Efficiency Through Individualized Credit Card Transaction Uploads

The new purchasing card (p-card) transaction upload process in New World is now fully implemented and in use for the October cycle and going forward. This update replaces the former mass-posting method with direct monthly uploads from our p-card processor into New World. As a result of this new process, the Redevelopment Agency will be able to provide clear and quick documentation related to the purchase, consistent review from departments, and a more efficient submission for posting transactions in New World.

Implementation of this change occurred over the past sixteen months and required sustained effort from City of Reno Finance staff. Throughout the project, Finance coordinated closely with JPMorgan and New World developers to build and test the functionality needed to transfer p-card data directly from PaymentNet into New World. Initial testing was completed by a pilot group consisting of the City of Reno City Manager's Office, Finance, Fire, and Police departments. Ongoing collaboration among these departments helped refine the workflow and informed the development of standardized procedures and training. Finance led the final implementation steps, including configuring departmental settings, validating data accuracy, and delivering training to managers and staff. The new process went live with the October p-card cycle, and while minor adjustments are expected as departments fully adopt the workflow, the system is operating as intended and will continue to be refined as needed.

This enhancement builds upon the current integration with JPMorgan PaymentNet and offers the following advantages:

- Improved auditability and documentation by attaching receipts at the transaction level ensures that each purchase is directly supported by its corresponding documentation. This granular approach:
 - Strengthens internal controls and audit readiness.
 - Simplifies the review process for both Finance and departmental approvers.
 - Reduces the risk of missing or misfiled receipts during audits.
 - Departments can review and approve changes more efficiently.
 - Finance can resolve discrepancies faster, reducing processing delays.
 - The system supports standardized workflow across all departments, promoting consistency.
- Enhanced transparency and accountability through individual transaction uploads allow for:
 - Clearer visibility into departmental spending patterns.
 - Easier identification of unauthorized or non-compliant purchases.
 - More precise tracking of budget impacts at the line-item level.
 - Tracking purchases at a granular level will allow better compliance with purchasing process and assist when determining when a Purchase Order is needed.
 - Better budget management with detailed, transaction-level data:
 - Departments gain real-time insight into their P-card expenditures.
 - Budget forecasting and reconciliation become more accurate and timely.

This approach aligns with the Redevelopment Agency's commitment to fiscal responsibility, transparency, and operational efficiency. Finance will continue to monitor the process and recommend further improvements as needed.