

**KATE BROWN
GOVERNOR**



May 11, 2015

The Office of the Governor has an exemption from the statewide Corporate Travel Charge Cards referenced in OAM 40.20.00.PO.114 through 118. See attached.

The office is currently using Master Cards issued through Wells Fargo Bank. A limited number of these cards have been issued to staff who travel extensively or are with the Governor on a regular basis, including the members of the Dignitary Protection Unit (DPU).


These cards are for travel and related expenses, not registrations for conferences or other events nor for miscellaneous purchases unless prior approval is granted.

All rules governing the use of charge cards and reimbursements, including per diem, are still in effect with the following exceptions:

- DPU can pay for the expenses of everyone accompanying the Governor on a trip.
- When necessary, a staff member can use an office charge card to pick up expenses for another staff member. A personal charge card is not to be used for this purpose.
- The office has an exception to the travel rules which allows us to pay "actual and necessary" expenses for Governor's office and security personnel when they are staffing the Governor.
- Instead of the employee paying the bill and requesting reimbursement, the office will pay the charge card bill. Each staff member is responsible for providing receipts. In addition, please attach backup, i.e., a receipt for lodging. It is the cardholder's responsibility for obtaining a receipt every time the card is used.
- If a card is lost or stolen, it is the cardholder's responsibility to report this to Wells Fargo Bank and the Director of Operations.
- Sergeant Mike Bates will review each bank statement and notify Director of Operations of any issues, misuse of card or disputes.
- Cash Advances – No cash advances will be taken against these accounts for any reason.

Wells Fargo Bank

Code to activate ~~XXXXXX~~

	OFFICE OF THE GOVERNOR OFFICE CHARGE CARDS	Phone # 503 9109
Pat Egan (WFB 9314)		

The Office of the Governor has an exception from the statewide Corporate Travel Charge Cards referenced in OAM 40.20.00.PO.114 through 118. See attached.

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- The office has an exception to the travel rules which allows us to pay "actual and necessary" expenses for Governor's office and security personnel when they are *staffing* the Governor.
- Instead of the employee paying the bill and requesting reimbursement, the office will pay the charge card bill. Each staff member is responsible for providing receipts, which must have a notation stating the reason for the expenditure and be initialed by the card holder. In addition, please attach backup, i.e., a receipt for lodging. It is the cardholder's responsibility for obtaining a receipt every time the card is used.
- If a card is lost or stolen, it is the cardholder's responsibility to report this to Wells Fargo Bank and the Office Administrator.
- It is the cardholder's responsibility to report any disputed charges to the Office Administrator and to work with the vendor and the bank to resolve the issue.
- Late Payments – If at any time an account accrues two late payments in one year because the cardholder has not provided receipts in a timely manner, the account will be closed.
- Cash Advances -- No cash advances will be taken against these accounts for any reason.



RECEIVED

APR 25 2016

GOVERNOR'S OFFICE

WELLS FARGO® BUSINESS CARD



Page 1 of 4

Prepared For	STATE OF OREGON KATE BROWN
Account Number	[REDACTED]
Statement Closing Date	04/18/16
Days in Billing Cycle	33
Next Statement Date	05/17/16

For 24-Hour Customer Service Call:
800-225-5935

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

Credit Line	\$6,000
Available Credit	\$5,873

Payments:
Payment Remittance Center PO Box 6426
Carol Stream, IL 60197-6426

Payment Information

New Balance	\$126.60
Current Payment Due (Minimum Payment)	\$25.00
Current Payment Due Date	05/09/16

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance		\$25.00
Credits	-	\$0.00
Payments	-	\$25.00
Purchases & Other Charges	+	\$126.60
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$126.60

Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	9.490%	.02600%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06841%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
04/01	04/01	3518013FD1ER2G563	RIVERS EDGE AQUARVA PORTLAND OR		126.60
04/01	04/01	8558668FE0A9GLLLW	Branch Payment - Check	25.00	

See reverse side for important information.



Wells Fargo News

Now there are no foreign transaction fees when you make international purchases or travel outside of the U.S. With your Wells Fargo Business Card, you can take your business anywhere around the world and have the confidence you'll get:

- No foreign transaction fees on your purchases
- Enhanced security with chip card technology

"No foreign transaction fees" applies to business credit cards issued by Wells Fargo, and this account in particular. For information on other Wells Fargo credit and debit cards, please see your account agreement or visit wellsfargo.com.

11
12

01/10/15

Memorandum

May 3, 2016

RE: Wells Fargo purchase

On April 1, 2016, Governor Brown mistakenly pulled out the wrong credit card to pay for a purchase. Attached is a personal check to reimburse the State of Oregon for the error.

19-7075 40288
3250

245

DATE 5/2/16

PAY TO THE ORDER OF State of Oregon Governor's Office \$ 126.60

one hundred twenty six and 60/100 DOLLARS

CHASE
JPMorgan Chase Bank, N.A.
www.Chase.com

MEMO

RP



RECEIVED
 JAN 25 2016
 GOVERNOR'S OFFICE

WELLS FARGO® BUSINESS CARD



Prepared For	STATE OF OREGON KATE BROWN
Account Number	[REDACTED]
Statement Closing Date	01/18/16
Days in Billing Cycle	33
Next Statement Date	02/18/16

For 24-Hour Customer Service Call:
800-225-5935

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 6426
Carol Stream, IL 60197-6426

Credit Line	\$6,000
Available Credit	\$5,425

Payment Information

New Balance	\$574.39
Current Payment Due	\$25.00
Current Payment Due Date	02/08/16

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance		\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Purchases & Other Charges	+	\$574.39
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$574.39

Rate Information

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TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	8.490%	.02600%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06641%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2015 \$0.00

TOTAL *FINANCE CHARGE* PAID IN 2015 \$0.00

See reverse side for important information.

DETACH HERE

Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date.

Make checks payable to: Wells Fargo

Account Number [REDACTED]

02/16



Transaction Details

<i>Trans</i>	<i>Post</i>	<i>Reference Number</i>	<i>Description</i>	<i>Credits</i>	<i>Charges</i>
12/15	12/17	5543687AY7MQYFEAS CHECK-IN 12/14/15	SEVEN FEATHERS HOTEL CANYONVILLE OR FOLIO #0002340279		179.20
12/16	12/17	5543687AZ51K76LYB CHECK-IN 12/15/15	SEVEN FEATHERS HOTEL CANYONVILLE OR FOLIO #0002340891		32.25
12/24	12/24	0543684B7EHRS1WKM	OFFICE DEPOT.#645 PORTLAND OR		362.94

Wells Fargo News

What can Messages and Alerts do for your business?

Wells Fargo Business Online® can deliver timely updates on your business credit card account via email or text. Alerts allow you to control and receive only the messages that are important to you. Sign up for Alerts during your Wells Fargo Online session by going to the Messages and Alerts tab.

EN

ARROYO Sheril * GOV

From: MURDOCK Jan * GOV
Sent: Tuesday, January 26, 2016 2:55 PM
To: ARROYO Sheril * GOV
Subject: Office Depot charges on Governor Brown's State MasterCard

Sheril:

This email is a follow-up to my delivery today of a personal check from Governor Kate Brown made payable to the State of Oregon for \$362.94.

On December 24, 2015, Governor Brown pulled the wrong credit card and inadvertently charged personal items at Office Depot in Portland to her State MasterCard.

She is reimbursing the state for those charges.

Please let me know if you need additional information.

Thank you.

Jan

Jan L. Murdock

Personal Assistant to Governor Kate Brown
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Salem, Oregon 97301-4047
(503) 378-3111
Jan.murdock@oregon.gov

