

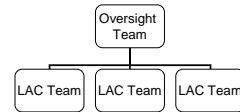
Local Assistance Center (LAC) Oversight Positions

P-CARD Representative Training

LAC Just-in-Time Training

Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



P-CARD Representative Position Description

- Monitor
 - Monitor P-CARD purchases at the LACs for proper usage.
- Guidance
 - Give guidance on County established methods relating to the use of P-CARDS.

Quick Tips

- Check in with Oversight Manager
- Remind P-CARD Holders to follow existing procedures for P-Card purchases
- Review P-CARD Representative Checklist

Good Luck

- Remember, the P-CARD Representative is responsible for giving guidance on County established methods relating to the use of P-CARDS and monitoring P-CARD purchases at LACs for proper usage. During an emergency, the same rules apply.
- Thank you for your commitment.