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**From:** Bertolino, Louis E (SAO) [louis.e.bertolino@state.ma.us]  
**Sent:** 1/9/2018 4:34:59 PM  
**To:** Lawrence Oliveira [/O=BCSO/OU=DHOC/cn=Recipients/cn=LAWRENCEOLIVEIRA]  
**Subject:** RE: credit cards

Great!  
Thank you.  
I wasn't sure about the incidental wording, but that clears it up.  
Lou

*Louis E. Bertolino*

Senior Auditor II  
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(617) 727-0025  
[Louis.Bertolino@massmail.state.ma.us](mailto:Louis.Bertolino@massmail.state.ma.us)

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**From:** Lawrence Oliveira [mailto:LAWRENCEOLIVEIRA@bcso-ma.org]  
**Sent:** Tuesday, January 9, 2018 11:31 AM  
**To:** Bertolino, Louis E (SAO) <Louis.Bertolino@MassMail.State.MA.US>  
**Subject:** RE: credit cards

Hi Lou,

Yes, we do use credit cards.  
There are two employees with issued department credit cards, The Sheriff and myself.  
The Sheriff's card is used mostly for travel, conference expenses, and registration fees. Incidentals could include food while away from the facility.  
My card is used mostly for incidentals. It has been used sparingly to purchase items needed immediately or not available through a state vendor.

I have received Kerri's list and we are working on gathering the information.

Larry

Lawrence W. Oliveira  
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Bristol County Sheriff's Office  
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North Dartmouth, MA 02747  
(508) 995-1311 Ext. 2330  
[lawrenceoliveira@bcso-ma.org](mailto:lawrenceoliveira@bcso-ma.org)

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**From:** Bertolino, Louis E (SAO) [<mailto:louis.e.bertolino@state.ma.us>]  
**Sent:** Tuesday, January 09, 2018 11:16 AM  
**To:** Lawrence Oliveira  
**Subject:** credit cards

Good morning Larry,  
I have a fast few question for you.

1- Does the BCSO utilize credit cards for its operation?

I see in your internal controls section 01.04.12 section M, you talk about credit card usage.

If you do indeed utilize credit cards in any way,

2- Could you inform me how many card accounts are in use, and

3- Which BCSO employees are authorised to use the credit card.

Also, section M says the only allowable usage of CCs is for "travel expenses, conferences and registration fees and incidental purchases",

4- Is the "incidental purchases" only in regards to the aforementioned travel, conferences, registrations etc?

Thanks, I got with Keri and she was able to get you out that email we spoke about last week

Lou

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