



**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: October 15, 2019

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Proposed Policy – Credit Cards

Background: One of the recommendations of the forensic auditor was for the City to adopt a credit card policy due to findings they produced in the audit. The purpose of this policy is to establish a framework for the City's credit card program and the appropriate use of City-issued credit cards. The City credit card program is intended to: streamline small dollar purchases, reduce the acquisition period, reduce requests for employee reimbursements, and minimize the use of employee personal credit cards for City and business related expenses.

Staff Recommendation: Review the proposed policy, make any recommendations necessary and then adopt the policy

Suggested Motion: I move we approve the credit card policy. .

Alternatives: Do not adopt the policy

Fiscal Impact: None

Attachments: Draft Policy