



**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