



**City of Buchanan**  
**302 N. Redbud Trail**  
**Buchanan, MI 49107**  
**269-695-3844**  
[www.cityofbuchanan.com](http://www.cityofbuchanan.com)

June 9, 2021

Dear Sir or Madam,

The City of Buchanan is requesting Purchasing Cards for the following city employees with the requested card limits:

Heather K. Grace: \$10,000.00

Richard Murphy: \$5,000.00

Barbara Pitcher: \$1,000.00

Stephanie Powers: \$5,000.00

Timothy Ganus: \$3,000.00

Scott Desenberg: \$2,000.00

William Housand: \$2,000.00

Michael Baker: \$5,000.00

Sincerely,

A handwritten signature in cursive script that reads "Heather K. Grace".

Heather K. Grace  
City Manager  
City of Buchanan  
269-695-3844  
[hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com)