



Agenda Memo

Crest Hill, IL

Meeting Date:	December 8, 2025
Submitter:	Glenn Gehrke
Department:	Treasurer/Finance
Agenda Item:	Approve a Resolution Amending the Credit Card and Purchasing Policies of the City of Crest Hill

Summary: The Staff is recommending updating the credit card and purchasing policies. The credit card policy has been updated to issue credit cards to individual staff members, who will be accountable for items purchased with cards issued to them, specifically. The limits on each card will be set in accordance with their purchase policy authorization limits.

Recommended Council Action:

Approve the policy as presented.

Financial Impact:

Funding Source: \$0.00

Budgeted Amount: \$0.00

Cost: \$0.00

Attachments:

Credit Card and Purchasing Policies UPDATE 2025.12.15.pdf