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## City Council Agenda Memo

Crest Hill, IL

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**Meeting Date:** June 19, 2023

**Submitter:** Lisa Banovetz, Director of Finance / Glen Conklin, Treasurer

**Department:** Treasurer's Office

**Agenda Item:** Approval to amend the City's current Purchasing Policy

**Summary:** At the September 6, 2022 City Council meeting, the Council approved a resolution to amend the City's Purchasing Policy and added section 3.5 Emergency Procurement of Professional Services. At the March 27, 2023 City Council Work Session, the City discussed eliminating all departmental Petty Cash funds. At the May 22, 2023 City Council Work Session, the City brought a proposal, for Council's consideration, for how the City's credit card should be used by City employees for all City related purchases.

The City has amended its current Purchasing Policy to remove the section that previously referenced the use of Petty Cash funds as this process is no longer in place. The only other notable change to the amended Purchasing Policy was the addition of language to address City issued Credit Card Procedures and Guidelines. The new policy language can be found in section 3.7.

The amended Purchasing Policy, in addition to a red-lined version of the amended Purchasing Policy are included as attachments for the Council's review.

**Recommended Council Action:** Approval to amend the City's current Purchasing Policy, as presented, at the June 12<sup>th</sup>, 2023 City Council workshop.

**Financial Impact:** N/A

**Funding Source:** N/A

**Budgeted Amount:** N/A

**Cost:** N/A

Attachments:

- Exhibit A Clean Amended Purchasing Policy 6-12-23.docx
- Redlined Exhibit A Amended Purchasing Policy.pdf
- 6-12-23 Resolution to Amend the Purchasing Policy.docx

