



## Agenda Memo

Crest Hill, IL

**Meeting Date:** January 12, 2026  
**Submitter:** Glenn Gehrke  
**Department:** City Administrator  
**Agenda Item:** Credit Card & Purchasing Policy Update Discussion

**Summary:** The Staff is recommending updating the credit card and purchasing policies. As the list of authorized credit card users will be subject to change, a list of authorized users will be maintained by the Finance Department. Please note that per the credit card policy authorized users are approved by the City Administrator in conjunction with the City Council.

The initial proposed list of authorized users are:

\$20,000	Blaine Wing, City Administrator
\$10,000	Glenn Gehrke, Finance Director
\$5,000	Ed Clark, Police Chief
	Daniel Ritter, Community Development Director
	Gary Richarson, Public Works Director
\$2,500	Ryan Dobczyk, Deputy Chief
	David Reavis, Deputy Chief
	Karen Kozierka, Deputy Clerk
\$1,000	Regina Cabay, Utility Billing Supervisor
	Marybel DeHaro, Administrative Assistant
	Kim Linden, Administrative Assistant
	Zoe Gates, Administrative Clerk

### Recommended Council Action:

Discuss proposed policies.

### Financial Impact:

**Funding Source:** \$0.00

**Budgeted Amount:** \$0.00

**Cost:** \$0.00

**Attachments:**

Purchasing Policy – Proposed 2026.01.12 work session.docx

Credit Card Policy – Proposed 2026.01.12 work session.docx

Acknowledgement of Corporate Credit Card – Exhibit B.docx