



MEETING TYPE
STAFF REPORT

Agenda Date: November 13, 2023

**Eric Buckman, City
Manager:**

Department: City Wide

Department Head Name:

Vicki Schroeder

Presenter: Vicki Schroeder

Kim Berry, City Clerk:

This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.

AGENDA ITEM TITLE: Credit Card Policy, Procedures and Use

BACKGROUND: Attached is the updated Credit Card Policy, Procedures and Use document. The current policy was adopted in 1997 which was in need up updating and was also a suggestion of our auditors.

The policy presented complies with Public Act 266 of 1995 which requires certain controls and responsibilities be adopted by the municipality when the use of credit cards is authorized. All of those provisions are in the new policy presented.

FISCAL EFFECT:

SUPPORTING DOCUMENTATION: New Credit Card Policy and Public Act 266 of 1995.

RECOMMENDATION: Approve the Credit Card Policy as presented.