



**CITY OF GROSSE POINTE WOODS
MEMORANDUM**

RECEIVED


Date: April 13, 2026
To: Mayor and City Council
From: Steven Schmidt, Treasurer/Comptroller
Re: Credit Card Limit Threshold Increase

APR 08 2026

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Last year Council approved the increase of the City's Manager approval limit to \$20,000 because there has been an increase of cost of goods and services due to inflation. To align with this change we are requesting our Credit Card Thresholds to also increase from \$10,000 to the \$20,000 to allow us to continue to make purchases that have gone up with inflation.

Please see attached revised Credit Card Policy with the changes in the limits.



Steven Schmidt Treasurer/Comptroller

APPROVED FOR COUNCIL CONSIDERATION:



Sue Como City Manager



City of Grosse Pointe Woods Credit Card Policy

I. City utilization of credit card/line of credit (P.A. 266 of 1995)

That the City Council authorizes the use of a credit card and/or line of credit arrangement for the purchase of goods and/or services solely for the official business of the local unit under the guidelines of the City's written credit card policy for the following entities in their slated amounts as follows:

<u>AUTHORIZED USERS</u>		
➤ Home Depot	\$20,000	DPW Personnel
➤ Lowes	\$20,000	DPW Personnel
➤ Staples	\$20,000	Administration/Finance Dept.
➤ Sam's Club	\$20,000	Director of P&R and Administrative Assistant
➤ Visa/Mastercard	\$20,000	Treasurer/Comptroller, City Manager

Any other lines of credit or credit cards will only be authorized upon City Council approval.

- (A) That the City Treasurer/Comptroller is designated as the City Official ultimately responsible for the City's credit card/line of credit issuance, accounting, monitoring, retrieval and oversight of compliance with this credit card policy.
- (B) That the City Administrator, City Treasurer/Comptroller, and employees authorized by the Council, may be issued City credit card/line of credit privileges.
- (C) That the employee(s) using the City's credit card/line of credit shall submit appropriate documentation detailing the goods and services purchased, the cost of the goods and services, the date of purchase and the reason for the purchase.
- (D) That holder(s) of City credit card are responsible for their protection and custody and shall report to the City Treasurer/Comptroller immediately if the credit card is lost or stolen.
- (E) That any employee authorized and issued credit cards shall return the card upon termination of his/her employment or service to the City.
- (F) That the internal controls, monitoring, accounting and payment of credit card/line of credit charges shall be the same as those in place for non-credit card/line of credit purchases of goods and services as conducted by the staff of the Treasurer/Comptroller.
- (G) That approval of credit card/line of credit invoices for payment shall be jointly made by the City Administrator and the City Treasurer/Comptroller or their designees in their absence.

(H) That the balance due under credit card/line of credit arrangements shall be paid within not more than thirty (30) days following the receipt of the billing or the maximum allowable due date by the credit card issuer; whichever is less. Any disputed charges shall not be paid until further review by the City Administrator and the Treasurer/Comptroller is completed. In the event of disputed charges, the Treasurer/City Comptroller shall follow the policy of the credit card issuer regarding any disputed charges.

(I) That any violation of this policy by credit card/line of credit holders will result in revocation of the credit card/line of credit and immediate reimbursement to the City for any unauthorized purchases and termination of employment.

Employee's Initials

II. CITY ACCEPTANCE OF CREDIT CARD/LINE OF CREDIT PAYMENTS (P.A. 280 of 1995)

That the City Council adopts this resolution authorizing the use of payments by financial transaction devices (credit cards and/or lines of credits, debit cards, electronic funds transfer cards (ATM cards)) and designates the City Treasurer/Comptroller as to the implementation of the Credit Card Policy. In the event that the Treasurer/City Comptroller and/or the City Administrator preliminarily determines that additional types of financial transaction devices should be approved and accepted goods and/or services, they should petition the Council for final approval.

Employee statement: I have read the above City of Grosse Pointe Woods Policy and agree to adhere to the stated provisions.

Print Name

Employee Signature

Date

*Approved at the April 13, 2026 Council Meeting