



AGENDA

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: TAMMY BUSSEY, INTERIM CITY MANAGER

FROM: JOSEPH R. MARTIN, FINANCE DIRECTOR

SUBJECT: Updated Purchasing Card Policy (Credit Card) as recommended by OIG

DATE: October 28, 2025

GENERAL SUMMARY/BACKGROUND:

This policy applies to all City departments, including all employees who are authorized and issued a City credit card. This policy does not replace or circumvent procurement policies and procedures. This Policy and Procedures is applicable to Commissioners, City Manager, and City Employees to whom a P-Card is issued for Travels and occasionally for the purchase of goods and services as recommended by the OIG

BUDGET IMPACT:

N/A

LEGAL NOTE:

Defer to City Attorney

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 2025-66

ATTACHMENTS:

P-Card Policy