

**ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING**

SUBJECT: Amending the City Credit Card and Charge Account Policy

Staff Contact: Chris Cardott, Finance Director

Summary: City staff periodically require the use of a credit card to complete necessary purchases. While current internal procedures require pre-approval from the City Manager or his/her designee for transactions equal to or exceeding \$3,000, the credit card policy approved in January 2025 does not clearly reflect this requirement. Staff recommends updating the policy to include this language explicitly under the Policy section, Item 1, to align written policy with current practice and ensure clarity in the approval process.

Strategic Plan Goal Application: Maintain Fiscal Stability & Balanced Budget – Short Term Routine