

**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 of Rochelle staff periodically need the use of a credit card to make a purchase. The City pays the credit card invoice in full each month. There are eleven cards issued to management staff. The current process includes having the City Manager pre-approve use. The pre-approval form is kept with the receipt for audit purposes. Staff recommends updating the policy to include the ability to switch card types to one with rewards. The City Manager would have the authority to execute changes in card issuers, cancel credit cards, and approve paperwork for the issuance of new credit cards. Any rewards earned would be used for the benefit of the City per approval of the City Manager.

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