

**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 of Department Heads to approve charges up to \$3,000. Any amount greater than \$3,000 would require City Manager pre-approval.

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