



CITY COUNCIL AGENDA ITEM

SUBJECT: Purchasing Card Policy Amendment

AGENDA SECTION: *(check all that apply)*

☐ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☐ OLD BUSINESS
☒ NEW BUSINESS ☐ OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

CATEGORY: *(check all that apply)*

☒ ORDINANCE ☐ RESOLUTION ☐ CONTRACT ☒ POLICY ☐ STATUS REPORT
☐ OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

ACTION REQUESTED: ☒ DECISION ☐ DISCUSSION, ☐ REVIEW, or ☐ UPDATE ONLY

Previously Heard Date(s): 02/14/22 & [Click or tap to enter a date.](#)

Current Work Session: [Click or tap to enter a date.](#)

Current Council Meeting: Monday, February 28, 2022

SUBMITTED BY: Gia Scruggs, Finance Director

PRESENTER: Gia Scruggs

PURPOSE: After the Financial Oversight Committee was presented with the Purchasing Policy, they agreed to the staff recommendation to remove the Purchasing Card Policy from the Purchasing Policy and having it as a separate policy. The Financial Oversight Committee also made additional recommendations to staff for potential policy revisions.

FACTS: The Purchasing Card Policy is currently an appendix in the Purchasing Policy. The Finance Director is presenting proposed changes to the Purchasing Card Policy for approval by the City Council. The most substantial changes to this policy include the following: deletion of the Purchasing Policy components, leaving applicable definitions for the policy, the removal of the Accounting Manager title for the list of officials authorized to be issued a purchasing card, and update the language to reflect state law that pertains to employees instead of elected officials. The Finance Director is seeking approval of the recommended revisions to the City's Purchasing Policy and Procedures.

OPTIONS: Approve, Deny, Defer [Click or tap here to enter text.](#)



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RECOMMENDED ACTION: Approve [Click or tap here to enter text.](#)

ATTACHMENTS:

- (1) Attachment 1 - Purchasing Card Policy Amendment
- (2) Attachment 2 - Purchasing Card Revision
- (3) Attachment 3 - [Click or tap here to enter text.](#)
- (4) Attachment 4 - [Click or tap here to enter text.](#)
- (5) Attachment 5 - [Click or tap here to enter text.](#)