



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.](#)
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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): [Click or tap to enter a date.](#) & [Click or tap to enter a date.](#)

Current Work Session: Monday, April 13, 2026

Current Council Meeting: [Click or tap to enter a date.](#)

SUBMITTED BY: Keisha Franklin, Finance Director

PRESENTER: Terry Fye, District 2 Councilmember & Keisha Franklin, Finance Director

PURPOSE: To adopt and formalize the City's Purchasing Card (P-Card) Policy to establish internal controls, define roles, and ensure compliance with state law.

FACTS: Establishes procedures for issuance, use, and oversight of P-Cards. Defines responsibilities for cardholders, approvers, and administrators. Includes spending limits, prohibited purchases, and documentation requirements. Aligns with Georgia procurement laws and City Charter. Strengthens internal controls and reduces fraud risk.

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

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

ATTACHMENTS:

- (1) Attachment 1 - Purchasing Card Policy – February 2026
- (2) Attachment 2 - [Click or tap here to enter text.](#)



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- (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.