



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Purchasing Card Policy Revision**

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**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.

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

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Monday, February 14, 2022

**Current Council Meeting:** Click or tap to enter a date.

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**SUBMITTED BY:** Gia Scruggs, Finance Director

**PRESENTER:** Gia Scruggs

**PURPOSE:** After the Financial Oversight Committee was presented with the Purchasing Policy, they agreed with 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 but is recommended to be removed and converted to a stand-alone policy document. The Finance Director is presenting proposed changes to the Purchasing Card Policy for discussion with 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, removal of the Accounting Manager title for the list of officials authorized to be issued a purchasing card, and update to the language reflecting state law that pertains to employees rather than elected officials

**OPTIONS:** Discussion only Click or tap here to enter text.



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

**ATTACHMENTS:**

- (1) Attachment 1 - Draft Purchasing Card Policy Revisions
- (2) Attachment 2 - Purchasing Card Revision Chart
- (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.](#)