



Purchasing Card Policy Amendment Recommendations 09.12.22

<u>Staff/Financial Oversight Committee Recommendations</u>	<u>Proposed Amendment Section</u>	<u>Proposed Language</u>
Update language to reflect state law that pertains to employees instead of Elected officials	Section II - General Provisions C. Scope and D. Public Inspection	TBD by City Attorney
Addition of title Leisure Services/Parks Director to the list of officials authorized to have a purchasing card	Section II - General Provisions C. Scope	Add Leisure Services /Parks Director under authorized users
Update language to reflect established requirement for all purchasing card holders	Section II - General Provisions C. Scope and D. Public Inspection	<p>Card holders must be permanent or full time employees whose job requires the use of a purchasing card. Cards will not be issued in the name of a department or work unit to be shared with multiple employees. Only the employee whose name appears on the face of the card is authorized to make purchases with the card. Use by any other person, even if it is for official business or if asked by a cardholder. If another employee is designated, the designee must complete purchasing and purchasing card training, be bonded and have a card issued in their name. The designee must abide by the same requirements as the City Manager, City Chief Financial Officer and department director.</p>
Update language to reflect single transaction and monthly transaction limits for current and additional authorized users of purchasing cards established by Finance Oversight Committee	Section II - General Provisions E. Transaction Limits	<p>Add "The established single transaction limit for the Chief Financial Officer and City Manager cards must be less than \$25,000.00. The established single transaction limit for the Department Director card must be less than \$5,000.00. The established monthly card limit is based upon the city's budgetary constraints and the monthly transaction limits for the Chief Financial Officer and City Manager shall not exceed \$100,000.00. The monthly transaction limits for the Department Directors shall not exceed \$25,000.00. Department directors may be issued a purchasing card with the appropriate justification from the department director, approval from the City Manager and Finance Director indicating the operation need, be bonded and attend purchasing and purchasing card training. The Finance Director will notify Council of all new Purchasing Card holders."</p>