



Date:	August 25, 2026	City Council Meeting Date:	September 1, 2026
From:	Michelle Uran	Department:	Finance
Goal:	Governance	Presenter:	
Agenda Title:	Bank of America Purchasing Card Program Application and Participant Agreement		

Agenda Item Description (Background/History/Details):

The City currently utilizes credit cards issued through its existing banking institution for authorized municipal purchases. Staff recommends transitioning to the Bank of America Corporate Purchasing Card Program available through the State of Georgia. The program provides enhanced spending controls, real time account monitoring, transaction reporting, fraud protection, receipt management, and centralized program administration. Approval of the application and related participant agreement will allow the City to begin implementation of the purchasing card program. Individual card limits, merchant restrictions, authorized cardholders, documentation requirements, and approval procedures will remain subject to the City's purchasing policy, adopted budget and internal controls.

Workplan Goal Details: Supports good governance, financial accountability, operational efficiency, and strengthened internal controls through centralized card administration, configurable spending limits, improved transaction monitoring, and enhanced reporting.

Staff Recommendations (Motion):

Staff recommends approval of the City's application and participation in the State of Georgia/Bank of America Visa Purchasing Card Program and authorization for the Mayor to execute the application, participant agreement, and related implementation documents on behalf of the City subject to review and approval by the City attorney.

Department Head Approval:	Michelle Uran
City Manager Approval:	Miglena Dimov

Mayor's Signature Required:	YES	NO
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List Attachments:

1. State of Georgia/ Bank of America Visa Purchasing Card Application
2. Bank of America Works Fact Sheet
3. Bank of America Global Card Access Fact Sheet
4. Bank of America Corporate Purchasing Card Program Information

Financial Information (MUST BE COMPLETE & PRE-APPROVED BY CITY MANAGER)

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager's Initials
N/A	N/A	N/A	N/A	MD