

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: October 3, 2022

Topic:

Approve Amendment to Administrative Policy No. 9.5, entitled "Procurement Card Policy & Procedures"

Background:

Staff reviewed and updated the current Procurement Card Policy & Procedures, which was last updated in March 2008. The proposed Policy reflects current Procurement Card processes and incorporates best practices. The Policy will be effective October 1, 2022 to align with the 2022-2023 Fiscal Year.

Origination:

Finance

Recommendation:

Approve changes to Administrative Policy No. 9.5 – Procurement Card Policy & Procedures

Party(ies) responsible for placing this item on agenda: Katherine Tapscott, Finance Director

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: _____

If no, funds will be transferred from account # _____ To account # _____

Signed	<u>Katherine Tapscott, CPA</u>	<u>9.27.2022</u>	Approved by	_____
	Finance Director	Date		City Manager _____
				Date