



## Council Agenda Item

Meeting Date:	April 16, 2024
Agenda Item:	P-Card Policy Update
Staff Contact (name, email, phone):	Rachelle Blicht, <a href="mailto:rblitch@whitewater-wi.gov">rblitch@whitewater-wi.gov</a> , 262-473-1380

### BACKGROUND

(Enter the who, what when, where, why)

The Finance Department is diligently reviewing operational policies to ensure their alignment with present processes. The P-Card Policy has undergone a thorough review and has been updated to reflect current information. The original and the revised versions of the policy are included for your examination.

Most of the updates stem from switching to a new vendor. Since the City utilizes the state's contract, a change in the state's vendor led the City to also make a switch. Consequently, the job aids have been revised to align with the procedures associated with the new vendor's platform.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

3/27/2013 – Common Council approved the policy.

3/26/2024 – Finance Committee reviewed and recommended it to Common Council for approval.

### FINANCIAL IMPACT

(If none, state N/A)

N/A

### STAFF RECOMMENDATION

Staff recommends approval of the revised policy.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. 3/2013 P-Card Policy
2. 3/2024 Revised P-Card Policy