

DATE: March 1, 2016

ISSUE: Procurement Credit Cards

RECOMMENDATION: Approve the following changes:

- Add Recreation & Cultural Affairs Assistant Director (\$3,000 limit), and
- Increase Purchasing Officer limit from \$5,000 to \$10,000 to cover utility bills.

PREVIOUS COUNCIL ACTION: Resolution No. 5470-15 was issued January 26, 2015.

BUDGET IMPLICATIONS: All purchases made with City-issued credit cards shall adhere to the City's Purchasing Card Policies & Procedures Manual.

RELATED ISSUES: None

ATTACHMENTS: Drafted resolution includes full list of existing and newly requested procurement credit cards.

DEPARTMENT: Purchasing Division, Finance & Administrative Services

STAFF CONTACT: Renee Eberly, Purchasing Officer