

## **COUNCIL ACTION FORM**

**SUBJECT:**    **PROCUREMENT CARDS FOR NEW CITY COUNCIL MEMBERS**

**BACKGROUND:**

On February 26, 2002, the City Council approved a procurement card (p-card) program to facilitate payment for small purchases and travel expenses. Policies and procedures for the program are part of the City's purchasing policies approved by Council. All cardholders attend training on the related policies and procedures prior to being issued a card.

Procurement card applications for employees are approved by the applicant's department head, while applications for elected City officials are approved by the City Council. Applications for new City Council members Davis, Orazem, and Wacha have been submitted, and they attended the required training session on December 8, 2009. Each proposed account would have a single purchase limit of \$2,000, a daily spend limit of \$3,000, and a monthly billing cycle limit of \$5,000.

**ALTERNATIVES:**

1. Approve applications for procurement cards for City Council members Davis, Orazem, and Wacha, and set the spend limits at \$2,000 per transaction, \$3,000 per day, and \$5,000 per monthly billing cycle.
2. Use personal accounts rather than procurement cards for travel and related expenses for City Council members Davis, Orazem, and Wacha, and request reimbursement in accordance with applicable City policies.

**MANAGER'S RECOMMENDED ACTION:**

The procurement card program is intended to facilitate payment for small purchases and travel expenses. Applications for new City Council members Davis, Orazem, and Wacha have been submitted, and they have attended the required training session.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving applications for procurement cards for City Council members Davis, Orazem, and Wacha, and setting the spend limits at \$2,000 per transaction, \$3,000 per day, and \$5,000 per monthly billing cycle.