

COUNCIL ACTION FORM

SUBJECT: PROCUREMENT CARD FOR NEW COUNCIL MEMBER

BACKGROUND:

On February 26, 2002, 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 purchasing policies approved by City 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. Applications for elected City officials are to be approved by City Council. An application for new City Council member Anita Rollins was submitted and she attended the required training session on December 2, 2021. The proposed account will 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 the application for procurement card for City Council member Rollins and set the spend limit at \$2,000 per transaction, \$3,000 per day, and \$5,000 per monthly billing cycle.
2. Have City Council member Rollins use her personal account rather than procurement card for travel and related expenses, and request reimbursement in accordance with applicable City policies.

CITY MANAGER'S RECOMMENDED ACTION:

The procurement card program is intended to facilitate payment for small purchases and travel expenses. The application for new City Council member Rollins was submitted and she attended the required training session.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the application for a procurement card for City Council member Rollins and setting the spend limits as indicated above.