



City of Grand Island

Tuesday, April 22, 2003

Council Session

Item G22

#2003-122 - Approving Credit Card Policy

At the April 15, 2003 City Council Study Session, Council discussed the City's credit card policy. The City currently has a limited number of credit cards that are used for purchases at firms that do not have an account with the City of Grand Island or do not take purchase orders. Credit card use is also authorized for travel arrangements, including hotel reservations, airline tickets, and conference fees. Currently, the credit cards are maintained in the Finance Department and may be signed out by other departments as needed. This centralized location has proven to be both cumbersome and inefficient. The City's Procurement Committee has been reviewing this policy for improvements. The City of Kearney has an existing policy for credit card use that has been reviewed by the State Auditor's Office, and has been used as a pattern to revise our policy. The City's Procurement Committee is recommending that the existing policy be modified to allow for departmental credit cards. A set number of cards would be issued to each department; accountability for use of the credit cards would be the responsibility of the Department Director. A monthly credit card limit of \$10,000 has been recommended. This policy would facilitate travel arrangements, purchases of items not readily available locally, reduce paperwork and processing, and also allow for more price comparisons, through internet means. Approval is recommended.

Staff Contact: David Springer & Cindy Johnson

RESOLUTION 2003-122

WHEREAS, the City of Grand Island currently has a limited number of credit cards that are available from the city Finance Department for travel and purchasing, which has proved to be a cumbersome and inefficient policy; and

WHEREAS, the City's Procurement Committee has reviewed this policy for improvements and has recommended that the city's policy be revised to allow for at least one credit card for each department; and

WHEREAS, it is the recommendation of the city's Procurement Committee that the director of each department be accountable for the use of the credit card for his or her department and that a monthly credit card limit of ten thousand dollars (\$10,000.00) be established for each department; and

WHEREAS, the city's Procurement Committee believes that this revision to the city's procurement policies would facilitate travel arrangements, purchase of items not readily available locally, reduce paper work and processing and allow for more price comparisons through the use of the internet.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the City of Grand Island hereby adopts the attached "Departmental Credit Card Policy and Procedures Manual".

BE IT FURTHER RESOLVED that the provisions of the "Departmental Credit Card Policy and Procedures Manual" shall supersede any prior resolutions, policies or procedures in conflict herewith.

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Adopted by the City Council of the City of Grand Island, Nebraska, April 22, 2003.

RaNae Edwards, City Clerk