



MAYOR AND COUNCIL COMMUNICATION

DATE: 2/05/2013

REGULAR

ITEM #: 14

MOTION

AGENDA ITEM: Approval of City Credit Card Policy

SUBMITTED BY: Cathy Bendel, Finance Director

REVIEWED BY: Dean Zuleger, City Administrator

SUMMARY AND ACTION REQUESTED:

Approve the Credit Card Use Policy for the City of Lake Elmo to document the rules and expectations for City card users.

BACKGROUND INFORMATION:

Historically there was one City credit card that was used for all City purchases. This made it very difficult to pay for many incidental charges which are approved in the budget and necessary in the day to day operations of the City (i.e. ordering or picking up supplies and parts, on-line conference enrollment, business related travel, etc.). The policy outlines that all members of the City Management team would have their own independent cards which would roll up into a global City account so that each user would be clearly responsible for their own expenditure activity. These cards will be obtained through Lake Elmo bank and as such there will be no annual fee or cost to the City.

RECOMMENDATION:

It is recommended that the City Council approve the Credit Card Policy so that all credit card users clearly understand the responsibilities that go along with their use of those cards and sign an acknowledgement form to document their acceptance of those terms:

“Move to approve the Lake Elmo Credit Card Policy dated 2/5/2013”